



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
AMENDMENT**

CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS

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Approved:

/s/ Ken Schmid

KEN SCHMID, Chair

Posting Instructions: Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document.

New Document	NR 2016-6	78 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR 2015-6	72 Pages

Digest:

Exhibit NR10- Montana Department of Natural Resources (DNRC):

- Rates for T1-7 Engines and T1-3 Water Tenders will remain static for 2016 and will be reviewed for 2017.
- 01.4-3 Added language to clarify that if a LGFF is hired and mobilized from a department other than his/her primary department, he/she must be employed by that department, or be on the secondary departments official roster and be Red Carded, or be on each departments Chief's Certification
- 01.4-5 Corrected wording regarding the hire of an additional person for a Fully Operated apparatus to state the \$21.00 additional is added to the fully operated rate, and is not specifically paid to the additional person.
- 01.9-7 Removed Specialized and Miscellaneous Equipment category and changed to Portable Generators.
- Moved Radio Cache and Portable Repeater from 01.9-7 to LGFF Miscellaneous Equipment 01.4-5.
- Moved Boats to their own category under 01.9-9.

Exhibit NR11- Idaho Department of Lands

- No changes.

Exhibit NR12- North Dakota Forest Service

- Miscellaneous updates on pages 57-58

Exhibit NR13- South Dakota Forest Service

- Updated timekeeping form numbers
- Clarified qualifications for hire of Engine Boss, Engine Boss Trainee and Crew.

Agreements between Federal and State Fire Organizations

This supplement outlines incident business management procedures specific to DNRC, the Idaho Department of Lands (IDL), the North Dakota Forest Service (NDFS), and the South Dakota Wildland Fire Suppression Division (SD WFS) that differ from the Interagency Incident Business Management Handbook (IIBMH). These directions apply when working on fires under the protection of the respective agency or when working with state employees, county employees, or city, county or rural fire departments from the respective states.

Exhibits:

NR10 – Montana Department of Natural Resources and Conservation (pages 4-43)

NR11 – Idaho Department of Lands (pages 44-54)

NR12 – North Dakota Forest Service (pages 55-65)

NR13 – South Dakota Wildland Fire Suppression (pages 66-78)

Exhibit NR10
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01.1 MONTANA DNRC GENERAL INFORMATION

This information is intended to provide a general outline of DNRC and Local Government Fire Force (LGFF) operating procedures. For further information contact one of the six Area Land Offices, the Forestry Division or the Fire and Aviation Management Bureau:

LAND OFFICES:

Central Land Office	Helena, MT	(406) 458-3500
Eastern Land Office	Miles City, MT	(406) 232-2034
Northeastern Land Office	Lewistown, MT	(406) 538-7789
Northwestern Land Office	Kalispell, MT	(406) 751-2240
Southern Land Office	Billings, MT	(406) 247-4400
Southwestern Land Office	Missoula, MT	(406) 542-4200

FIRE AND AVIATION MANAGEMENT BUREAU: (406) 542-4250

FORESTRY DIVISION: Missoula, MT (406) 542-4300

BILLING:

DNRC will use applicable LGFF equipment rates and actual personnel costs for purposes of billing other agencies and private entities for fire suppression services. Rates for on-road vehicles will be billed according to rates found in the Northern Rockies Chapter 20 Supplement (also see Section 1.9-1 of this supplement). For off-road 4x4 SUVs and Pickups the applicable rates will be billed according to Section 1.9-1 of this supplement.

Rates for T1-7 Engines and T1-3 Water Tenders:

The rates contained in this supplement for T1-T7 Engines were updated for CY2013 using the *Consumer Price Index* obtained from the United States Department of Labor Bureau of Labor Statistics, <http://www.bls.gov/cpi/>. The CPI-U for 2012 was issued at 1.7 percent. The original rates were derived from a formula calculating an average replacement cost for the equipment. This formula is representative of the actual cost of replacing the equipment in the future. The rates established in 2013 for engines and tenders will stay static until 2017 (four years). After the fourth year, the rates will be re-evaluated and adjusted as needed. If a significant market change occurs during the four-year period the rates may be re-evaluated.

01.2 EMERGENCY FIRE FIGHTERS (EFFs) AND OTHER STATE EMPLOYEES

DNRC has six (6) Area Offices and the Fire & Aviation Management Bureau that engage in statutorily-mandated wildland fire suppression and all hazard incident activities. In some areas, DNRC hires seasonal positions each year to fight fire for approximately 65 days during June through August. As needed, DNRC also hires temporary, Emergency Fire Fighters (EFFs) for individual emergency operations that require more personnel than are already on staff.

A DNRC EFF is an individual hired of necessity to cope with a sudden and unexpected emergency, actual or potential, which threatens damage to DNRC protected property. EFFs are hired without a competitive interview process. While individuals may complete all necessary paperwork to be available as an EFF during a wildfire season, or an extension of the wildfire season, they are not employed – and are therefore, not paid - until they are hired and work on an as-needed basis for a particular incident. EFF employment is

sponsored for an individual wildfire or other hazard incident basis. Employment terminates when the EFFs work on the incident is complete. Employment as an EFF is not guaranteed. Hiring and dispatching EFFs for incidents impacts the limited resources at the DNRC offices that sponsor the EFFs, limiting how many EFFs can be sponsored at any given time. Generally, EFF sponsorship is looked at as to whether it is a benefit to DNRC or the incident management organizations that DNRC supports. Trust and responsibility are critical criteria for all DNRC incident personnel in dealing with wildfire command structure, agency cooperators, local governments, and the public. DNRC is not obligated to red card, hire, sign up, or mobilize personnel or equipment. DNRC will determine which (if any) personnel or equipment will be carried and mobilized. DNRC does NOT use the same Administratively Determined (AD) pay plan rates as federal agencies when hiring casual firefighters. DNRC hires casuals (EFFs) as state employees using the EFF Pay Plan. EFF rates of pay are determined by the nature of the EFF work assigned. See the NRCG supplement to Chapter 10, Exhibit NR01, for the current pay plan.

When an EFF Class B-O works as a trainee, they shall be paid one EFF class below the fully qualified EFF class. For example: an engine boss (ENGB) trainee would be paid at the EFF-E class.

01.2-1 Entitlements

EFF employees are considered Short Term Workers and are not subject to the 90 working days threshold. EFF employees do not earn sick or annual leave and are not required to participate in the state retirement plan (Public Employees' Retirement System [PERS]). However, EFFs who are currently participating in a PERS state retirement plan through other current or previous employment must participate in the retirement plan. Questions should be directed to the DNRC Payroll Office (406) 444-5735 or the responsible hiring Land Office.

DNRC employees, including EFFs, are covered under the provisions of the State of Montana Workers' Compensation Insurance Program (known as Montana State Compensation Insurance Fund or Montana State Fund).

DNRC employees, including EFFs, have state and federal withholding taxes deducted from gross earnings, and state unemployment insurance is paid by the State of Montana. Federal Social Security (FICA) taxes are not deducted from EFF earnings.

DNRC employees, including EFFs, are granted commissary privileges. Commissary deductions will be accounted for in accordance with instructions in Chapter 10 (pages 10-79 through 10-86) of the IIBMH.

DNRC employees, including EFFs, do NOT receive hazard pay or any other form of differential, except overtime. EFFs receive the base rate for the first eight (8) hours of work per calendar day, and 1.5 times the base rate for all approved time worked beyond eight (8) hours per calendar day and for all hours worked beyond the 40-hour base in the work week. Other state employees receive 1.5 times the base rate for all hours worked beyond the 40-hour base in the work week. Overtime will not be calculated at the incident, but will be figured when the Emergency Firefighter Time Reports (OF-288's) are processed by Payroll.

DNRC employees, including EFFs, may occasionally be in situations where meals or lodging may need to be paid out-of-pocket when in travel status or when meals at fire camp are not available. Reimbursement for such expenses will be in accordance with the Travel and Reimbursement Policies, State Per Diem rates, and the DNRC Fire Meal Policy, regardless of the location of the incident.

For current travel reimbursement policies and state per diem rates for travel, see the following web site:
<http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information> or
<http://sfsd.mt.gov/SAB/EmployeeTravel>.

During a declared *State of Emergency*, non-DNRC employees, with the exception of rostered IMT members, shall be mobilized through the *Department of Emergency Services* (DES).

Telephones and cell phones provided by the State of Montana are for the conduct of state business only. Personal long distance calls may not be made from or charged to state telephones.

01.2-2 Meal Periods

The guidelines of Chapter 10 of the IIBMH conflict with Montana Law and the Fair Labor Standards Act (FLSA); therefore, the following shall apply to DNRC employees, including EFFs:

DNRC employees are to be paid for meal breaks when in a fire suppression mode (on the fireline) unless they are **completely relieved** of duty during the break. Fire camp duty, traveling to and from the fireline, or any other duty that is not actual work on the fireline, will not be paid for meal breaks, as long as the employee is **completely relieved** of duty during the break. If personnel cannot be completely relieved of duty, their supervisor must document why the crew was required to continue in a work status during a scheduled meal period. This documentation shall be part of the incident record but does not need to be forwarded to the person's home unit.

Equipment will remain in paid status during meal periods, where people are required to show a meal break when they are relieved of duty.

01.2-3 Work/Rest, Length of Assignment, and Days Off

DNRC subscribes to the guidelines for work/rest, length of assignment, and days off as outlined in Chapter 10 of the IIBMH. However, compensation for days off given upon return to DNRC home unit office (per IIBMH) is contrary to Montana State pay provisions for DNRC permanent, seasonal, and EFF personnel. It is the responsibility of the Incident Commander (IC) to provide days off during an incident assignment if it is deemed advisable.

DNRC aggregate seasonal employees may be entitled to compensated R&R days per the Length of Suppression and All-Risk Assignments Policy. This policy can be found on the DNRC Employee web site.

01.2-4 Payroll

DNRC payroll occurs every other week throughout the year. Copies of payment documents for permanent and seasonal employees should be transmitted to home units in order to meet payroll deadline dates. Pay period ending dates for 2016 are: 1/08, 1/22, 2/05, 2/19, 3/4, 3/18, 4/01, 4/15, 4/29, 5/13, 5/27, 6/10, 6/24, 7/08, 7/22, 8/05, 8/19, 9/02, 9/16, 9/30, 10/14, 10/28, 11/11, 11/25, 12/09 and 12/23. It is the responsibility of each employee to ensure that their payroll documents are transmitted to their home unit.

EFF employees are normally paid upon completion of the fire assignment via direct deposit if elected or by check mailed to the address shown on the W-4. Payment is made directly from the completed Emergency Firefighter Time Report, (OF-288). At the time of demobilization from an incident, the completed original OF-288 and signed Crew Time Reports (CTR's) MUST be transferred to the responsible Land Office or

DNRC Unit Office for processing, preferably by hand with the demobing resource. On long duration incidents consideration should be given to biweekly transmission of EFF payroll documents; however, this must be prearranged with the responsible Area Land or Unit Office.

01.2-5 Hiring Documents

The following documents must be completed and a copy kept on file at the responsible Land Office/Unit Office for each EFF employee hired. The original forms are to be sent to the payroll department upon hiring.

These forms are available from DNRC Unit Offices, Land Offices, and on-line at:

<http://dnrc.mt.gov/divisions/directors-office/human-resources/eff-hiring-documents> .

- 1) Emergency Firefighter Employment Form
- 2) W4 – Employee Withholding Allowance Certificate
- 3) Decedent’s Warrant - Must be fully completed, including social security numbers and dates of birth.
- 4) Employment Eligibility Verification (IRCA Form I-9) - Photo copies of documents used for verification should not be kept unless held in a secured location.
- 5) Public Employees’ Retirement System (PERS) Optional Membership Election - The ORIGINAL copy must be submitted for processing.
 - a. Public Employees’ Retirement System Membership/Designation of Beneficiary Card- This form is only required if the EFF elects to be a member of PERS on the Membership Election form above.
- 6) Statement of Selective Service Registration Status
- 7) Confirmation of Receipt of DNRC Policies by EFFs
- 8) SSA-1945 Statement concerning your employment in a job not covered by Social Security
- 9) Incident Behavior Form
- 10) EFF Conditions Acknowledgement
- 11) Certification for LGFF Equipment and Operators (page 2) being the *Incident Rental Agreement (MT DNRC IRA)*
 - a. Chief’s Certification is required when a red card is unavailable and the fire chief is attesting to individual knowledge, skills and abilities for training, and type and class of equipment operated and is not a hiring document.

01.2-6 Payment Document Requirements

Equipment (Original pink copies for the payment office, blue copies for the file. NOTE: e-ISuite copies will all be white.)

- 1) Emergency Equipment Use Invoice (OF-286)
 - a) Fuel/Oil Tickets (OF-304)
 - b) Shift Tickets (OF-297)
- 2) Emergency Equipment Rental Agreement (EERA), (OF-294) OR MT DNRC Incident Rental Agreement (IRA), if applicable
- 3) Certification for LGFF Equipment and Operators, if applicable
- 4) Inspection Form (pre/post) if available (OF-296)

5) Resource Order

6) Invoice, if required for the hiring option

Emergency Firefighter (white copies for the payment office. NOTE: e-ISuite copies will all be white.)

1) Emergency Firefighter Time Report (OF-288)

a) Crew Time Reports (SF-261)

2) Resource Order

3) Certification for LGFF Equipment and Operators, if applicable

Emergency Firefighter Time Reports, Crew Time Reports, Emergency Equipment Shift Tickets, and supporting documentation will be filled out, a copy retained at the incident, and the **signed original packet returned with the designated representative** when demobed. This designated representative would normally be the Engine Boss, Strike Team Leader, Crew Boss, or single resource. Any questions should be directed to the local DNRC Land or Unit office. Packets should be submitted to DNRC within one month of the demob date.

01.2-7 Compensation for Injury/Illness

Compliance with Montana State Fund instructions pertaining to physicians and facilities to be used is the responsibility of the Finance/Administration Section Chief (FSC) or Incident Commander (IC).

The injured Montana State employee, or a person acting on behalf of the injured employee, is responsible for reporting the injury to the immediate supervisor. The immediate supervisor is responsible for the preparation of the First Report of Injury (FROI) form. The FROI form **must** be transmitted via fax or e-mailed to the DNRC Safety Officer (Paige Tabor) **within 24 hours** of notification or knowledge of a work related injury. The Safety Officer will review the FROI form and will submit the claim to the Montana State Fund within 24 hours. This form is available in Northern Rockies Region Finance Kits, from DNRC offices or on-line at <http://www.montanastatefund.com> under Employer, Report an Injury.

The Finance Section is responsible for transmitting the FROI, complete with the employee's signature if possible. Faxing or e-mailing a copy to ptabor@mt.gov or fax to 1-406-444-1357 (Attention: DNRC Safety Officer) is the preferred method of transmitting the completed First Report. The DNRC Safety Officer will ensure the report is completed correctly, and then forward it on to Montana State Fund. The report should be submitted as soon as the information is obtained. Note the date and time of transmittal (faxing) on the completed FROI and include the signed original with the employee's payroll documents for return to the home unit. The form should be filled out as completely as possible. If the form is not available or cannot be transmitted within six (6) days, call the DNRC Safety Officer at 406-444-2079 or cell 406-437-2746, to initiate the First Report verbally. Additional information can be found in the NRCG Supplement to Chapter 10.

The Montana State Fund does not cover on behalf of DNRC, those operators of equipment hired "fully operated," other government agency employees, or LGFF who qualify and choose to use their own payroll. Generally speaking, any cooperator who is not hired as an EFF is not covered. DNRC's responsibility, in such cases, is limited to arranging for prompt emergency or other medical treatment if necessary. The attending physician must be advised that the private individual(s) involved have their own Workers' compensation coverage.

All employees who require medical care beyond what can be provided at the camp must be handled through the appropriate employees' workers' compensation insurance. For State of Montana employees including regular employees, seasonals, and EFFs, the claims will be handled through Montana State Fund. Each Land/Unit office or host agency office has at its discretion the ability to use APMC in a limited manner for minor injuries to return an employee to work status in a quick and efficient manner.

If medical care is not available at the fire or there is a minor injury that needs acute minor medical attention to return an employee to work, please contact the local Unit or Land office for approval for APMC. Please reference Chapter 10 of the *Interagency Incident Business Management Handbook* (IIBMH) APMC guidelines.

NOTE: IN NO SITUATION SHALL CARE BE DELAYED!

Assistance with claims for compensation for work related injury or occupational disease may be obtained by contacting Paige Tabor, DNRC Safety Officer. If the DNRC Safety Officer is not available, assistance with claims may be obtained by contacting DNRC HR Specialists, Carol Nelson at (406) 444-0513, or Kelly Bishop at (406) 444-6673. If no contact can be made to the above mentioned people, please contact the local DNRC Area Land or Unit office.

01.3 PRIVATE FIRE SUPPRESSION RESOURCES – EMERGENCY EQUIPMENT RENTAL

01.3-1 Preferred Hiring Method

In the course of wildland fire suppression, DNRC offices may utilize any fire resource to aid in the suppression of any fire on lands protected by the State of Montana. This includes, but is not limited to the use of any resource from the following sources: DNRC, other States and Federal agencies, LGFF, and private contract resources including competed solicitation resources and local EERAs. DNRC will order and utilize resources from the best, closest, and most logical source as determined on the basis of urgency (date and time needed), availability, delivery time, reasonable cost, and operational impact on the agency and incident. This allows DNRC to select resources that will allow the fastest, most effective, and of most importance safe suppression of fires occurring on state protection.

01.3-2 During Incident Sign-up

In the event equipment does not have a pre-existing agreement, procedures in the IIBMH and the NRCG supplements to Chapter 20 and 50 of the IIBMH must be followed. On state fires, agreements initiated by DNRC personnel do not have to be co-signed by Contracting Officers or Procurement Unit Leaders working for a federal agency.

The preferred method of hire for equipment covered under the competitively solicited process where the contractor did not participate is an EERA which should show that the agreement is applicable only for the duration of the single incident and will not be eligible for interagency dispatch.

If it is deemed in the best interest of the DNRC, an EERA can be executed for a longer period of time.

01.4 LOCAL GOVERNMENT FIRE FORCES (LGFF)

The term Local Government Fire Forces (LGFF) in this document refers to:

a. Local Government:

A local government is a county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribal government or authorized tribal organization; and any rural community, unincorporated town or village, or other public entity. A private volunteer fire group, subscription fee for fire service organization/business or other organization which has not been organized and funded as per Title 7, Chapter 33, MCA is not considered a local government fire force for the purposes of this document.

b. Local Government Fire Forces:

- 1) County or municipal (e.g. town or city) equipment and personnel,
- 2) volunteer and paid personnel from Local Government Fire Forces, and
- 3) County and fire services organization equipment and apparatus.

c. Local Government Fire Forces refers to any fire department (volunteer or paid), rural fire district, volunteer fire company, fire service area, or county rural fire department, organized and administered as per Montana State Law, Title 7 MCA and in this document interchangeable with the term Local Government Fire Forces.

NOTE: If an individual or group who is a member of a Local Government Fire Force contracts himself/herself or his/her privately owned/non-department owned equipment under a separate agreement, he/she is considered a private contractor and does not fall under any policy or rules pertaining to Local Government Fire Forces. Non-government owned equipment leased for the purpose of contracting out by a department to the system will, in most instances, be considered private contracting and, thus, not a part of the mobilization of local government fire forces. The intent for the mobilization of Local Government Fire Forces is for the equipment to be owned, licensed, operated, insured, and staffed by the Local Government Fire Force mobilized.

01.4-1 General Information

The guidelines in this document apply when Local Government Fire Forces (Rural Fire Districts, Fire Service Areas, Volunteer Fire Companies, and Municipal City Fire Departments) are hired for use by NRCG agencies. Hiring practices for other municipal city, county and state resources are also addressed in this section. Detailed equipment and personnel standards, mobilization and dispatch procedures are included in the NRCG Mobilization of Local Government Firefighting Resources Guide. The document may be found on-line under Mobilization Guides at <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides>.

In accordance with the Master Cooperative Fire Management Agreement signed by the U.S. Forest Service, Bureau of Land Management, Park Service, Bureau of Indian Affairs, Fish and Wildlife Service, and the State of Montana, DNRC is designated as the mobilization and payment agency for personnel and equipment obtained from LGFF when dispatched in circumstances other than local initial attack under mutual aid

agreements. LGFF equipment and personnel costs will be paid by DNRC, which, in turn, will bill the responsible cooperator agency when applicable. Said resources shall be considered agents of the State. DNRC is under no obligation to sign up, mobilize, dispatch, or sponsor any particular local government person or fire entity and does so only to meet the needs of the wildland fire system. The intent for mobilization is to meet incident needs and is not intended to provide an ongoing "business" for any entity. DNRC will determine who, what, and under what circumstances it will mobilize LGFF personnel or equipment.

Procurement of equipment and personnel from LGFF will follow the procedures established by the State of Montana DNRC Fire & Aviation Management Bureau and local Land or Unit offices. All rates and responsibilities have been established between the State of Montana and representatives of the LGFF. For current rates refer to Section 01.4-5 Local Government Fire Force Equipment. Renegotiation of rates and responsibilities shall not happen at emergency incidents. If there are compelling reasons for renegotiation, the responsible Land or Unit office must be involved in the negotiations and it must be documented on the payment cover sheet. Normally, LGFF apparatus, equipment, and personnel will be signed up prior to the incident by the local DNRC Area Land or Unit office. If it is necessary to sign up equipment at the incident, contact the responsible Land or Unit office.

NOTE: DNRC is not authorized to make payments directly to local government fire service organizations. Per Montana Code Annotated (MCA 17-8-311), "All payments made by a state agency to any city, town, county, or local government entity must be payable to the Finance Officer of the appropriate city, town, or county."

Mutual Aid - Mutual Aid resources may be converted to paid status after the initial response if the Land/Unit office deems it in the best interest of the State to do so. Mutual aid will not be paid without Land/Unit office approval. Mutual aid responses will be paid according to the requesting jurisdictions' Annual Operating Plan (AOP). In absence of an AOP, a standard of eight (8) hours mutual aid is in effect. It is the **responsibility** of the resource to contact the IC and request to remain on the fire. The ultimate decision for that resource remaining on the fire is contingent on the needs of operations and approval by the IC and local Land or Unit office. If the resource remains on the fire beyond the mutual aid period without going through the IC approval and sign up process, the resource will not be paid. The following conditions and criteria must be met to be placed in pay status:

- IC and DNRC Land/Unit or federal agency approval
- Equipment and personnel must meet agency standards put forth in this supplement
- Have a resource order or initial attack justification
- Be inspected or have signed the "No Damages/No Claims" statement of the OF-286 upon demob
- If a pre-season rental agreement is not currently in place, the LGFF should contact the local Land or Unit office to create an Incident Rental Agreement.

If these criteria are met, the resource may be paid back to the first hour of mutual aid request. It is the responsibility of the LGFF to ensure that these criteria are met. If any of the criteria are not met any time will be considered donated mutual aid time.

All LGFF shift tickets and other appropriate documentation should be filled out from the time of dispatch regardless of pay status to facilitate conversion to pay status when applicable.

Crew Swap/Crew Change Out - Travel expenses and travel time incurred swapping out LGFF crews is compensable at the end of a crews' tour of duty (i.e. at the end of a 14-day assignment) if the resource (i.e.

engine) is extended and there is a need to re-crew the equipment. Travel expenses and travel time for crew swaps that occur within the tour of duty to meet LGFF department staffing needs are done so at the cost of such departments. Travel expenses and travel time incurred for replacement of an individual due to an emergency demob may be compensable, depending upon the circumstance, and is at the discretion of the agency Line Officer or Agency Administrator.

01.4-2 Within Local Government Fire Force Legal Jurisdiction

To qualify for payment within its legal jurisdiction, not including severity; the local government force must be fully committed (the situation has surpassed the jurisdiction's capabilities and all firefighting resources have been exhausted), have exercised all mutual aid resources possible, and have been granted a DNRC county assist. The criteria for fully committed and commitment of mutual aid resources will vary by county, by time frame, resource availability, activity level, and jurisdictional commitment and is to be determined by the local DNRC Area/Unit office involved.

When LGFF resources are dispatched to an incident within their legal jurisdiction, rostered volunteer **LGFF personnel** may be hired as EFFs and paid for their time commencing 24 hours after the first initial attack resources are dispatched, unless otherwise designated in the local Annual Operating Plan (AOP), beginning with the time of dispatch from the respective dispatching center. Rostered department members, as listed on the annual roster to the County Clerk and Recorder or Secretary of State, means firefighters who are readily available to that Department to respond to incidents within its own jurisdiction on a daily basis. Mobilization, including continued mobilization for hire is subject to DNRC approval, since DNRC carries the expense of every mobilization.

Personnel certifications and qualifications will be in accordance with NWCG 310-1 established minimums or the equivalents with the knowledge, skills, and abilities to perform at the LGFF certified position. NWCG 310-1 information can be found at <http://www.nwcg.gov/publications/nims-wildland-fire-qualifications-system-guide>. The national direction is for agencies to accept each other's standards. In some circumstances the Chief Officer of the LGFF can certify that provided resources have the knowledge, skills, and ability to perform at those same levels. The Incident Commander will determine the priority of demobilization of resources subject to direction of the appropriate Line Officer(s).

EFF rates of pay are determined by the ICS position or nature of the EFF work assigned. See the NRCG Supplement to Chapter 10, Exhibit NR1, for the current Pay Plan. Hiring documentation for LGFF personnel is the same as for other DNRC EFF personnel. See Section 01.2-5 for information on hiring documentation for DNRC EFFs. Ideally, these documents should be completed preseason and copies kept on file at the hiring DNRC Area Land or Unit office.

LGFF personnel are responsible for completing the Crew Time Report (SF-261) and the Emergency Equipment Shift Ticket (OF-297). These documents will be turned into the DNRC Area or Unit office, or IMT Finance Section. The office or Finance Section will post and complete the Emergency Firefighter Time Report (OF-288) and Emergency Equipment Use Invoice (OF-286) for payment.

LGFF equipment will not be hired when the incident occurs within its legal jurisdiction, but approved operating supplies (fuel, oil, and foam) may be covered beginning 24 hours after the initial attack resources are dispatched. Repairs and normal maintenance will be the LGFF's responsibility.

In areas of DNRC Direct Protection with overlapping jurisdiction, the LGFF may be reimbursed for their expenses, as needed, and/or hired within the first 24 hours on an incident, if specifically provided for in the AOP, Initial Attack Agreement (IA), Mutual Aid Agreement (MAA) or other formal contract.

Severity: LGFF resources (personnel and equipment) may be hired to bolster DNRC capabilities for pre-suppression severity (as per rates listed in this supplement), providing these resources are under the control of DNRC and are performing DNRC's mission. These resources may be released to respond to incidents that are the responsibility of the LGFF. DNRC may move-up resources or preposition with other available resources and has no responsibility to rehire the LGFF.

Pre-suppression severity may be approved when the planning level requires a measured increase of the available resources required to respond in a timely manner to avert loss to life and natural resources. LGFF's may be hired for pre-suppression severity within their jurisdiction when the LGFF is clearly performing DNRC's mission.

Hiring the appropriate number of LGFF personnel (EFFs) to staff a fire station to be prepared to respond to a wildland fire incident that is within DNRC's jurisdictional responsibility (PL 4 or 5) is an option. The LGFF personnel will be in pay status for the duration of the period they are performing DNRC assigned duties. The apparatus must have a pre-existing *Incident Rental Agreement* (MT DNRC-IRA) and will be reimbursed at the rates listed in this supplement. Normally, the apparatus will only be in a pay status when actually in use. In this scenario, these individuals may be available to respond to incidents other than wildland fires that are within the LGFF's responsibility, providing that the LGFF and DNRC have agreed on a plan that clearly outlines items such as notification, move-up of resources or preposition, and ensures the individuals are removed from pay status for the duration of these types of incidents.

01.4-3 Possible Hiring Methods

LGFF resources may be hired in **one or more of the following options**. Each option requires a separate agreement. Upon approval by the local Land/Unit office, one piece of equipment may be hired on more than one Montana DNRC Incident Rental Agreement (MT DNRC-IRA) if the LGFF wishes it to be available on both an un-operated and fully-operated basis. Procurement officials on incidents should consult the hiring DNRC Area Land or Unit office for more information regarding specific agreements. See MT DNRC General Information listed above, Section 01.1.

In order for the LGFF to be eligible to accept assignments outside the Northern Rockies Geographic Area, LGFF equipment and personnel must be hired as Fully Operated (Option No. 2) or under a separate cooperative agreement (Option No. 3), and be operated by LGFF employees, not EFFs. LGFF personnel may be hired as an EFF and accept an out of region assignment as a Single Resource (refer to Section 01.4-4 for more information).

Resource Orders - E numbers are to be issued for equipment, and the personnel staffing that equipment will be rostered under the same E number. O numbers are to be issued for Overhead and Single Resources assigned to an incident. (O numbers are not to be issued for personnel listed on the equipment). An E number may be issued for a support vehicle.

NOTE: LGFF BACKFILL AND ADMINISTRATION COSTS WILL NOT BE REIMBURSED.

NOTE: DOUBLE-SHIFTING IS NOT THE PREFERRED METHOD OF HIRING AND SHOULD ONLY BE USED WHEN THE NEED IS IMMEDIATE OR THE RESOURCES ARE LIMITED.

Double Shift - There will be no compensation for a double shift unless a separate operator(s) and or crew(s) is/are ordered in writing for the second shift. Double shift (DS) equipment is normally staffed with two operators or crews (one per shift) and must be ordered and documented on a resource order. If a resource order is not issued, detailed written documentation must be provided by the incident supervisor. A normal shift is 12 to 16 hours long. The DS rate will apply to any calendar day the DS was under hire. The appropriate double shift rate can be found in the matrix located in Section 1.4-5. The double shift rate covers the number of persons contained in the specification table for the applicable piece of equipment (i.e. T6 engine [2 people], T3 engine [3 people]). The provision that is listed for an additional person at the rate of \$21.00/hr. does not apply to the DS rate unless an extra person is ordered above the required persons to operate the equipment.

Travel for the LGFF crew(s) is only valid on the first and last day of the double shift. No additional travel will be paid for the interim days and crews are expected to stay in camp. If crews decide not to stay in camp, permission from the IC is required to leave camp and any travel time, travel expenses, and fuel used is not compensable. Any lodging costs are also not covered in this situation. Additional crew change out is the responsibility of the LGFF.

Travel –Travel and per diem costs associated with LGFF resources responding to/from an incident will be paid according to Chapter 10 guidelines and reimbursed according to the policies of the LGFF payroll entity. All LGFF expenses must be paid through the employing agency and submitted to DNRC for reimbursement with the agency invoice.

Under all LGFF Options listed, all original paperwork (OF-288's, OF-286's, Shift Tickets, CTR's) generated at the incident will be retained by the LGFF resource for submission to the MT DNRC for payment.

NOTE: All LGFF personnel who are mobilized MUST be officially rostered volunteers or employees of the fire department they are hired with to be placed into pay status. As part of being on that roster, the personnel must be either Red Carded or be on the Chiefs Certification for that department.

If a firefighter is mobilized from a department other than his/her primary department, he/she must be employed by that department, or be on the secondary department's official roster, and be Red Carded, or be on each department's Chief Certification.

Option 1: UN-OPERATED – Under this method, LGFF personnel will be hired as EFFs, temporary employees of the State of Montana, and the equipment will be hired on a MT DNRC-IRA at the un-operated rate as listed in this supplement.

Rental agreements for LGFF engines and water tenders hired un-operated, are not valid outside the Northern Rockies Geographic Area.

Option 2: FULLY OPERATED – Under this method, LGFF personnel are not hired as EFFs, they remain LGFF employees; the personnel and equipment are paid at fully-operated rates as listed in this supplement, Section 01.4-4. LGFF equipment hired fully operated are responsible for their own payroll costs, including taxes and workers' compensation insurance, as required under state law.

LGFF equipment hired on a fully-operated basis is eligible to accept assignments outside of the Northern Rockies Geographic Area. Any out of region assignment with a piece of equipment that is over 26,000 lbs. GVW will require an Interstate Commercial Driver's License (CDL) with all applicable endorsements. MT

DNRC remains the mobilization and payment agency for LGFF resources on out-of-region assignments. Rates set forth in this supplement, Section 01.4-4, are based on NWCG typing standards. All staffing requirements meet NWCG standards. For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crew member with the written approval of the ordering entity and documented on a resource order. Add an additional \$21.00 per hour to the Fully-Operated rate for the additional crew member.

Option 3: COOPERATIVE AGREEMENT- At the discretion of the local DNRC Area Land or Unit Office, an exception may occur when salaried or union fire departments or other municipal city or county government departments or divisions elect to provide their normal payroll and contract their services to DNRC. This is acceptable (with confirmation of Workers' Compensation coverage) and may be a more agreeable way of meeting the requirements of collective bargaining.

Under these circumstances, the LGFF is resource ordered through the national dispatch system and considered an agent of the State. This may also include volunteer staff (non-career employees) for combination departments. If the LGFF chooses to include volunteers under Option 3, volunteers could be put into pay status and paid at the current EFF pay rate (detailed in the NRCG Supplement to Chapter 10, Exhibit NR1 of the NRCG Supplement to the IIBMH) plus benefits by the LGFF. The LGFF will bill DNRC travel and per diem expenses, normal payroll (hourly rates will not exceed normal rate of pay), including overtime, and if applicable, the un-operated rate for the equipment, per the Cooperative Agreement executed between the DNRC Land or Unit office and the fiscal authority for the LGFF. LGFF backfill and administration costs will not be reimbursed. This Cooperative Agreement provides acceptance by both parties of the IIBMH and NRCG supplements. Questions regarding this agreement should be directed to the hiring Land or Unit office.

Prior to mobilization, the LGFF will provide DNRC with normal and overtime billing rates (including benefits) of all employee(s) being mobilized. This information is required. The LGFF may utilize the "Option 3 – LGFF Cooperative Agreement Personnel Billing Rate Form," which is located on the DNRC Fire Business website at <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/local-government-fire-forces> under the LGFF Forms section, **or** may provide this information on department letterhead. The LGFF billing rates, in either format, will be attached to the current LGFF Cooperative Agreement and signed by an LGFF representative and an authorized representative from the DNRC Unit or Land office.

Chief certification qualifications are only valid when mobilized with a current Incident Rental Agreement. Individual resources may have qualifications above and beyond qualifications listed on Option 3 – Chief's Certification Form (i.e. Red Card).

LGFF equipment hired under Option 3 is eligible to accept assignments outside of the Northern Rockies Geographic Area. MT DNRC remains the mobilization and payment agency for MT LGFF on out-of-region assignments.

Other Municipal City or County Government Agencies: Resources from other Municipal City or County Departments or Divisions may occasionally be ordered through the national dispatch system and hired by DNRC. Preferred hiring method is fully operated at the LGFF rates listed in this supplement, Section 01.4-4. If equipment is hired un-operated, the operator may be hired as a state EFF at applicable rates as listed in the EFF Pay Plan in the NRCG Supplement to Chapter 10. If a Cooperative Agreement has been executed between the DNRC Land or Unit office, and the fiscal authority for the LGFF, the Municipal City or County Government Agency will bill DNRC normal payroll, including overtime, for permanent employees, and if

applicable, the un-operated rate for the equipment, per the Cooperative Agreement. **Backfill costs will not be reimbursed.**

Resources from other Municipal City or County Departments or Divisions shall meet the appropriate equipment and personnel standards. In emergency circumstances, operators who do not meet the appropriate standards may only remain on the fire if escorted by qualified line personnel.

NOTE: FOR ALL PERSONNEL IN PAY STATUS, AN INCIDENT QUALIFICATION CARD OR LGFF CHIEF'S CERTIFICATION FORM MUST BE IN PLACE WHETHER THEY ARE IN OR OUT OF JURISDICTION FOR PAYMENT.

01.4-4 Local Government Fire Force (LGFF) Personnel

NOTE: All LGFF personnel who are mobilized MUST be officially rostered volunteers or employees of the fire department they are hired with to be placed into pay status. As part of being on that roster, the personnel must be either Red Carded or be on the Chiefs Certification for that department.

If a firefighter is mobilized from a department other than his/her primary department, he/she must be employed by that department, or be on the secondary department's official roster and be Red Carded, or be on each department's Chief Certification.

Under the "Un-operated hiring method as detailed in Option 1, in Section 01.4-3, LGFF personnel are hired as state EFFs. Hiring documentation for LGFF personnel is the same as for other DNRC EFF personnel; see Section 01.2-5. These documents are normally completed preseason and copies are kept on file at the hiring DNRC Area Land or Unit office. The certifications and qualifications are in accordance with NWCG Wildland Fire Qualifications System Guide (PMS 310-1), as shown on the following charts. Personnel certified by a LGFF Chief on the Montana DNRC Chief's Certification form must meet agency standards for training or equivalents with the knowledge, skills, and abilities for the position. The local Land or Unit office has the option to inspect training records for any LGFF personnel converted into pay status. DNRC may, at its discretion, inspect training records for any firefighter hired.

DNRC will not issue Red Cards to LGFF personnel below the level of Strike Team/Task Force Leader or Unit Leader positions. **The chief officer of each Local Government Fire Force is responsible for certifying that Local Government firefighters meet NWCG, NRCG, NFPA, NIMS or appropriate standards for the positions in which they are operating. Chief Certifications are intended for rostered department members for which that Chief is responsible.** Rostered department members, as listed on the annual roster to the County Clerk and Recorder or Secretary of State, is defined as firefighters who are readily available to that department to respond to incidents within its own jurisdiction on a daily basis. Mobilization, including continued mobilization for hire is subject to DNRC approval, since DNRC carries the expense of every mobilization.

NOTE: NRCG agencies may verify compliance at any time by checking qualification cards, Chief's Certifications, and/or training records for all local government firefighters they hire.

LGFF single resource personnel may be hired as EFFs or hired under Option 3 in Section 01.4-3 above, independent of LGFF equipment and be dispatched as single resources. EFFs may be hired to staff DNRC engines. These individuals may accept assignments in and out of region. EFFs may be assigned to any position which they are red carded to perform under NWCG 310-1 and within individual agency requirements.

During travel to an incident, single resource EFFs may operate passenger vehicles (i.e. pickups, sedans) belonging to a LGFF, a private individual, or DNRC. In the case of a LGFF or private passenger vehicle, if the vehicle is not specifically ordered on the resource order for use on the incident, it will be considered to be providing transportation to and from the incident only and all liability is assumed by the vehicle owner, and will be paid mileage according to the employing agency rates. Reimbursement for mileage must be requested through a DNRC or employing agency travel reimbursement voucher. All LGFF expenses must be paid through the employing agency and submitted to DNRC for reimbursement with the agency invoice.

If the vehicle (i.e. pickup truck) is privately owned and is ordered on a resource order for use on the incident, it must be hired on an EERA at the applicable un-operated rate per the NRCG Supplement to Chapter 20 and meet all equipment inspection standards and requirements.

If the vehicle (i.e. pickup truck) is **LGFF-owned** and is ordered on a resource order for use on the incident, it must be hired on an IRA at the applicable un-operated rate per the NRCG Supplement to Chapter 20.

For current personnel pay rates see the EFF Pay Plan in the NRCG Supplement to Chapter 10.

Pay rates for LGFF resources shall be determined first by the type of equipment ordered (Type 1 vs. Type 6), second by the duty position assigned within the crew of a particular piece of equipment, and third by qualification for the duty position assigned.

Drivers of LGFF equipment are recommended to possess a CDL and all drivers should have the knowledge, skills, and abilities for the type and class of equipment being operated. For any out of state incidents, equipment over 26,000 lbs. GVW requires an Interstate CDL with applicable endorsements. The chief officer of each LGFF is responsible for certifying that local government firefighters have the knowledge, skills, and abilities for the type and class of equipment operated, as referenced above and in the NRCG Mobilization of Local Government Firefighting Resources guide. Certification of drivers will be made using the "Chiefs Certification for Local Government Fire Forces" form.

This form is required for all equipment requiring a CDL and is available online at <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/local-government-fire-forces> .

A copy of this certification shall be carried by LGFF personnel during incident assignments. No payment will be made for the equipment unless the driver is certified by the LGFF Chief Officer and listed on this form. Updated information may be added to the form as needed. The form will be kept on file at each local Land or Unit office.

Equipment ordered shall have the minimum number of personnel required as per NWCG standards. Each person shall be assigned a duty position for the incident dispatch and should be listed on the resource order. The following chart shows the minimum number of personnel and positions:

EFF Classification of personnel on ENGINES/Water Tenders

Type 1 Structure Engines	Type 2 Structure Engines	Type 3 - 7 Wildland Engines	TYPE 1-2 Tactical Water Tender	Type 1 - 3 Water Tenders
1 Company Officer EFF-G	1 Company Officer EFF-G	1 Engine Boss EFF-F	1 Driver Op/FFT1 EFF-E	1 Driver/Operator EFF-E
1 Driver/Operator EFF-E	1 Driver/Operator EFF-E	1 Firefighter or Advanced Firefighter EFF-C or EFF-D	1 Firefighter or Advanced Firefighter EFF-C or EFF-D	
2 Firefighters EFF-C or EFF-D	1 Firefighter EFF-C or EFF-D	* see note		

**Note: If a third person is requested for un-operated Types 4-7 engines it must be listed on the resource order, and the additional firefighter will be paid at either EFF-C or EFF-D, depending on qualifications.*

LGFF STRUCTURAL ENGINE (TYPE 1-2)**Minimum Training Requirements**

Position*	FFT2*	FFT1*	Driver/Operator*	Company Officer*
Required Training	I-100, L-180, S-130, S-190 Or Equivalent; And Certified as NFPA FF1**	Same as FFT2	Same as FFT2	Same as FFT2
	Annual Fireline Safety Refresher (RT-130) is required annually for each of these positions.			
Physical Fitness Work Capacity Test (WCT)	Light	Light	Light	Light
EFF Classification	EFF-C	EFF-D	EFF-E	EFF-G

** The Chief of the LGFF identifies which individuals fill which position.*

***The MSU Fire Services Training School certificate for NFPA FF1 Training Standard 1001 meets this requirement; or the fire department chief can attest to the individual's ability to perform at the NFPA FF1 Training Standard 1001 Level by a Chief's Certification for Local Government Fire Forces Equipment and Operators form signed by the chief of the LGFF or a Red Card.*

LGFF WILDLAND ENGINE (TYPE 3-7) & TACTICAL WATER TENDER
Minimum Training Requirements

	FFT2	FFT1	ENGB	STEN
Position	Firefighter	Advanced Firefighter/Squad Boss	Engine Boss	Strike Team Leader Engine
Required Training	I-100, L180, S130, S190	S131, S133	S230, S290, I-200	S215, S330, I-300
	Annual Fireline Safety Refresher Training (RT-130) is required annually for each of these positions			
Other Training which supports development of knowledge and skills	None	S211, S212, S219	L280, S231, S219, S260, S270	L380
Prerequisite Experience	None	Satisfactory performance as FFT2 and Successful position performance as FFT1 on a wildland fire incident	Satisfactory performance as FFT1 and Successful position performance as ENGB on a wildland fire incident	Satisfactory performance as ENGB and Successful position performance as STEN on a wildland fire incident
Physical Fitness	Arduous	Arduous	Arduous	Moderate
Other position assignments that will maintain currency	None	ICT5	ICT4, CRWB, HEQB, FELB, FIRB	STCR, DIVS, SOFR, ICT3
	Any higher position assignment for which listed position is a prerequisite will maintain currency			
EFF	EFF-C	EFF-D	EFF-F	EFF-H

LGFF WATER TENDER
Minimum Training Requirements

Position	Water Tender Type 1-3 Driver / Operator
Required Training	Basic Wildland Firefighting (includes S130, S190, or equivalent)
	Annual Fireline Safety Refresher Training (RT-130)
Physical	Light
EFF	EFF-E

Additional personnel may be justified and approved by the local Land or Unit office for the operation of water tenders for departments that have a Standard Operating Procedure of two (2) operators for safety.

01.4-5 Local Government Fire Force (LGFF) Equipment

NOTE: LGFF equipment will remain in paid status during meal periods.

Severity: Severity rates for LGFF equipment will be paid at 50 percent of the established hourly rate when in non-fire status. If the resource is mobilized to an incident, the payment will revert to the full hourly suppression rate for the entire shift. See also Section 01.4-2, Severity.

While in Transport: When LGFF equipment is in transport status (via heavy transport, not being driven), equipment will be paid at 50 percent of the hourly rate regardless of the length or time of transport.

Equipment Down for Maintenance: Operators of equipment that is out of service for maintenance are to remain in pay status for the remainder of the applicable shift.

Operating Supplies: LGFF equipment will be reimbursed for fuel and oil used to and from an incident and while assigned to a fire. Costs will be reimbursed with proper documentation (e.g. detailed receipt). Normal wear and tear (see IRA General Clauses) and normal maintenance usually will be the LGFF's responsibility. LGFF engines may be reimbursed normal maintenance expenses (e.g., oil changes, tires etc.) at the discretion of the DNRC Area Office if deemed appropriate, such as if equipment was used excessively on the incident above normal wear and tear or in lieu of paying the equipment (i.e., county co-op equipment). This must be approved by the DNRC office and will be reimbursed on actual costs expended and documented on a detailed receipt.

Replacement Equipment: Equipment off of an LGFF apparatus that are standard cache items used, and are damaged, destroyed, or left on the line can be replaced at the incident. Non-standard cache items may be replaced at the incident if the incident has a method of procurement. If no buying team or other method of procurement is available, LGFF personnel may obtain an S number (supply resource order) to purchase the item when they return to their home unit. The cost of the replacement item can then be billed back to the incident. All items for replacement are subject to host agency approval and appropriate documentation must accompany any claim for lost, damaged, or destroyed equipment.

Classification / Inspection of Equipment and Personnel: When classifying equipment, all of the requirements for both equipment and personnel set forth in this chapter must be met to be acceptable. Equipment lacking certification especially by not meeting the minimum requirements shall be used only when certified equipment is unavailable. Personnel not meeting the minimum requirements shall not be used.

NOTE: All Type 1 and Type 2 Structure Engines must meet minimum NWCG Specifications set forth in this chapter AND the minimum NFPA requirements for the year in which it was manufactured.

Basic and advanced equipment and inspection workshops sponsored by the NRCG Equipment Committee cover the necessary safety systems, the mechanical soundness, compliance with transportation safety rules, laws and other codes. Compliance with applicable standards, rules, regulations, laws, and other codes is the responsibility of the LGFF.

Pre-season inspections are not required for in-state incidents. All LGFFs are still encouraged to have annual inspections and maintain all DOT requirements. A demob inspection or No Damage/No Claims statement on the OF-286 must be signed for payment. For out-of-state incidents an inspection prior to dispatch or at the time of dispatch is required. Contact the local Land or Unit office regarding obtaining an inspection.

LGFF ENGINE RATES

TYPE	Un-operated Hourly Rate	Fully- Operated Hourly Rate*	Fully-Operated Double Shift Hourly Rate	Minimum Number of personnel*
1	\$106.00	\$191.00	\$315.00	4
2	\$101.00	\$165.00	\$272.00	3
3	\$87.00	\$152.00	\$250.00	3
4	\$73.00	\$116.00	\$191.00	2
5	\$61.00	\$104.00	\$171.00	2
6	\$57.00	\$100.00	\$164.00	2
7	\$36.00	\$78.00	\$129.00	2

**For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. For a fully-operated apparatus the additional personnel rate is \$21.00/hr and is added to the Fully Operated rate.*

Hybrid Engines - “Hybrid” means - engines in which a county owns the chassis and the State of Montana DNRC has provided the fire package, including the pump package.

IN NR GEOGRAPHIC AREA - The rates for a Hybrid Engine are 67 percent of the applicable un-operated rate in the table shown above.

OUT OF THE NORTHERN ROCKIES – The rate shall be 100 percent if a department has a hybrid engine and they are eligible to be hired under Option 2 in 01.4-3 Possible Hiring Methods as Fully Operated, and take an out of the Northern Rockies geographic area assignment. Only engines eligible to be hired fully operated are able to accept and take out of geographic area assignments.

ENGINE STANDARDS FOR TYPE

MINIMUM STANDARDS - The following guide will assist in the typing of engines. When typing equipment, all of the standards must be met to qualify the equipment. Failure to meet any standard places the equipment in a lower type or disqualifies the equipment in its entirety.

NOTE: All Type 1 and Type 2 Structure Engines must meet minimum NWCG Specifications set forth in this chapter AND the minimum NFPA requirements for the year in which it was manufactured.

COMPONENTS	MINIMUM STANDARDS FOR TYPE						
	1*	2*	3	4	5	6	7
Pump Capacity ** Gpm @ Psi	1000+ @ 150	500 @ 150	150 @ 250	50 @ 100	50 @ 100	50 @ 100	10 @ 100
Tank Capacity (Gallons) Minimum/Maximum	300/ None	300/ None	500/ None	750/ None	400/ 750	150/ 400	50/ 200
Hose, 2½ inches (feet)	1,200	1,000					
Hose, 1½ inch (feet)	500	500	1000	300	300	300	
Hose, 1 inch (feet)	-0-	-0-	500	300	300	300	200
Ladder (feet)	***48'	***48'					
Pump and roll	-	-	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs)	-	-	-	-	26,000	19,500	14,000
Master Stream (GPM)	500						
Personnel (minimum number)	4	3	3	2****	2****	2****	2****
<p>* Type 1 and 2 Structural Engines must also meet minimum specifications of NFPA for the year in which they were manufactured.</p> <p>**All pumps shall have pressure gauges that meet the minimum pump pressure rating.</p> <p>***This includes 24-foot extension ladder, 14-foot roof ladder and 10-foot attic ladder for a total of 48 feet of ladder.</p> <p>**** For fully-operated engines, each formally ordered additional crew member, the Fully Operated rate is increased by a rate of \$21.00/hr. This must be approved by the host agency and ordered through the resource ordering process.</p> <p>NOTE: Engines specifically designed for on-road and structure work may not be signed up as wildland engines.</p>							

Foam Units: No compensation will be given for foam units; however, foam used during the incident may be replaced or compensated as part of operating supplies.

MINIMUM REQUIRED COMPLEMENT FOR ENGINES

- 2 gated wyes, 1½ inches National Hose (NH) threads
- 4 reducers, 1½ inches NH female to 1 inch National Pipe Straight Hose (NPSH) male
- 2 nozzles, combination fog/straight stream, 1 inch NPSH female
- 2 nozzles, combination fog/straight stream, 1½ inch NH female
- 20 feet, suction hose with strainer or screened foot valve
- 2 shovels, size 0
- 2 Pulaski
- 1 spanner wrench, combination 1 inch to 1½ inches
- 1 adapters 1 inch NH female to 1 inch NPSH male
- 1 adapters 1 inch NPSH female to 1 inch NH male
- 2 increasers 1 inch NPSH female to 1½ inches NH male
- 1 double male 1½ inches NH threads
- 1 double female 1½ inches NH threads
- 1 fire hose clamp

- 1 first aid kit (five person)
- 1 set of three (3) reflectors
- 1 fire extinguisher (5BC or better)
- 1 set of wheel chocks
- 5 gallons (minimum), fuel to operate pump for 12 hours
- 1 pump for water fill or have drafting capabilities
- 300 feet of ¾-inch synthetic garden hose – 50 foot sections
- 4 reducers, 1 inch NPSH to ¾ inch GH
- 2 adjustable nozzles ¾ inch
- 1 mop up wand ¾ inch receptor for hose
- 4 gated Wye ¾ inch
- 5 inline ball valves ¾ inch
- 1 1 inch gated Wye NPSH
- 1 1½ inch to 1 inch inline T or 1½ inch to 1 inch water thief
- 2 ¾ inch ball valve shut-off

WATER TENDER CLASSIFICATIONS

COMPONENTS	MINIMUM STANDARDS FOR TYPE		
	1	2	3
Pump Capacity (GPM)	300	200	200
Tank Capacity (Gallons)	4,000 +	2,500	1,000
Off Load Capacity (GPM)	300	200	200
Maximum Refill Time (Minutes)	30	20	15
Personnel (Minimum Number)	1	1	1
Drafting Capability	Yes	Yes	Yes

MINIMUM REQUIRED COMPLEMENT FOR WATER TENDERS

- 1½ inch nozzle, NH-combination; fog/straight stream (plastic is acceptable)
- 1½ inch NH female to 1 inch NPSH male reducer
- 20 feet suction hose (minimum) with strainer or screened foot valve
- Shovel, size 0
- Pulaski
- Frame or Self Standing Portable water tank 1000 gallon minimum (Porta-Tank)
- Spanner wrench, combination, 1½-2½ inches
- Adjustable hydrant wrench
- 2 adapters, 1½ inches NPSH female to 1½ inches NH male
- 2 adapters, 1½ inches NH female to 1½ inches NPSH male

- 2 reducers, 2½ inches NH female to 1½ inches NH male
- 1 double male, 1½ inches NH
- 1 double female, 1½ inches NH
- 1 gated Wye, 1½ inches NH
- 1 Forestry hose clamp - 2½ inches
- 1 first aid kit (five person)
- Reflectors (1 set of 3)
- Fire extinguisher (5BC or better)
- Wheel chocks (meets industry standards for wheel chocks)
- Fuel to operate pump for 12 hours (minimum 5 gallons)
- 2 each, portable hand lights
- 100 feet of 1½ inches, cotton/synthetic hose, NH thread
- 50 feet of 2½ inches cotton/synthetic hose, NH thread
- Discharge outlets: 2 each 1½ inches NH thread
- Discharge outlet, 1 each 2½ inches NH thread
- Tire Tread Depth equal to DOT Standards

LGFF WATER TENDER RATES

TYPE	Un-operated Hourly rate	Fully Operated Hourly rate	Fully Operated Double Shift Hourly Rate	Number of Operators**
WT1	\$106.00	\$125.00	\$209.55	1 **
WT2	\$95.00	\$115.00	\$158.00	1 **
WT3	\$68.00	\$91.00	\$150.00	1 **
** For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. For Fully Operated tenders, each formally ordered additional crew member, the Fully Operated rate is increased by an hourly rate of \$21.00/hr.				

TACTICAL WATER TENDER CLASSIFICATION

COMPONENTS	MINIMUM STANDARDS FOR TYPE	
	1	2
Pump Capacity (GPM)	250	250
@ rated pressure (psi)	150	150
Tank Capacity (Gallons)	2,000 +	Minimum 1,000 Maximum 1,999
Hose mounted on live hose reel -3/4" I.D.	100	100
Pump and roll	Yes	Yes
Personnel (Minimum Number)	2**	2**
Foam Proportioner system	Yes	Yes
** Each additional crew member for a Fully Operated tactical tender, the rate is increased by a rate of \$21.00/hr. This must be approved by the host agency and ordered through the resource process.		

MINIMUM REQUIRED COMPLEMENT FOR TACTICAL WATER TENDERS

- 1 – Live hose reel minimum 100 foot of 1 inch hose non-collapsible w ¾ inch inside diameter
- 1 – Handheld programmable radio
- 1 – Nozzles, combination fog/straight stream, 1 ½ inch NH female
- 2 – Shovels, size 0 or 1
- 2 – Pulaskis
- 1 – Spanner Wrench, combination 1 ½ inch to 2 ½ inch
- 1 – Adjustable Hydrant Wrench
- 2 – Adapters 1 ½ inch NPSH female to 1 ½ inch NH male
- 2 – Adapters 1 ½ inch NH female to 1 ½ inch NPSH male
- 2 – Reducers 2 ½ inch NH female to 1 ½ inch NH male
- 1 – Reducer, 1 ½ inch NH female to 1 inch NPSH male
- 1 – Double male 1 ½ inch NH
- 1 – Double female 1 ½ inch NH
- 1 – Gated Wye 1 ½ inch NH
- 1 – Fire Hose Clamp 2 ½ inch
- 300 feet – 1 ½ inch cotton/synthetic hose NH thread
- 100 feet – 2 ½ inch cotton/synthetic hose NH thread
- 10 – Fusees (fire starter)
- 2 – Line Gear (day pack)
- 20 foot Suction hose with strainer or screened foot valve
- 1 first aid kit (five person)
- Reflectors (1 set of 3)
- Fire extinguisher (5BC or better)
- Wheel chocks (meets industry standards for wheel chocks)
- Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 2 each, portable hand lights
- Discharge outlets: 2 each 1½ inches NH thread
- Discharge outlet, 1 each 2½ inches NH thread
- Tire tread depth equal or better than DOT Standards
 - (4/32 inch on steering tires and 2/32 inch on remaining tires)
- Monitor
- Foam Proportioner
- Minimum 4 inch Dump Valve at bottom of tank (min. 34 inch from ground)
- Back up Alarm (87 Decibels measured at 5 feet) & back up lights (2)
- Baffled Tank

LGFF TACTICAL WATER TENDER RATES

TYPE	Un-operated Hourly rate	Fully Operated Hourly rate	Fully Operated Double Shift Hourly rate	Minimum Number of Operators**
TWT1	\$100.00	\$142.00	\$234.00	2**
TWT2	\$95.00	\$137.00	\$226.00	2**
** For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. For Fully Operated tenders, the rate is increased by \$21.00/hr for each formally ordered additional crew member.				

PORTABLE PUMPS

Type	Un-operated Daily Rate	Remarks
P1	\$137.00	Trailer-mounted low-pressure/high-volume pumps producing a minimum volume of 500 GPM. LGFF provides intake and discharge hose.
P2	\$ 64.00	Small low-volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III and Gorman Rupp, or similar type pumps.
P3	\$ 37.00	Small low-pressure/high-volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.

FRAMED OR SELF-STANDING PORTABLE WATER STORAGE TANKS (Porta Tank)

NOTE: These rates are to be used when the porta tank is utilized separate from tender operations or is rented from the department.

Capacity	Un-operated Daily Rate
1,000-1,999 gallons	\$33.00
2,000-3,000 gallons	\$39.00

The Dozer and Grader categories below, are typically, but not always, used by County Road crews in the completion of fireline and/or rehab work on the incident.

LGFF DOZERS

Class	Flywheel Horsepower	Un-operated Hourly Rate	Fully Operated Hourly Rate
1	200-369	\$140.00	\$179.00
2	100-199	\$75.00	\$114.00
3	60-99	\$46.00	\$83.00

LGFF GRADERS

Class	Flywheel Horsepower	Un-operated Hourly Rate	Fully Operated Hourly Rate
G1	201+	\$72.00	\$110.00
G2	126-200	\$58.00	\$96.00
G3	<125	\$41.00	\$78.00
Chains not required on machine, but available at next operational period.			

LGFF MISCELLANEOUS EQUIPMENT

- A. Radio Cache – King portable, multi-channel radios, with batteries, daily rate \$15.00/each plus refurbishment fee \$250.00, plus actual cost of batteries and repairs. (Estimated replacement cost for portable radios if lost or destroyed is \$1,370.00/each.)
- B. Portable Repeater/Transpeater – Daily rate \$50.00 plus actual cost of refurbishment and repairs, does not include personnel for setup or battery costs, but unit comes with initial set of batteries. (Estimated replacement cost if lost or destroyed is \$6,000.00/each.)

01.4-5-1 Local Government Fire Force Ambulances and Medical Equipment

Advanced Life Support (ALS)

Basic Life Support (BLS)

THIS SECTION APPLIES TO LOCAL GOVERNMENT AMBULANCES ONLY. IF USING PRIVATE AMBULANCE COMPANIES PLEASE REFER TO THE NRCG SUPPLEMENT TO CHAPTER 20 of the IIBMH.

NOTE: Ambulances should only be hired if the incident is in such a remote location that local EMS or an area medical helicopter is not available. Ambulances will be under hire for incident use only and will be required to be available during off-shift hours if needed for emergency transport. No additional compensation will be allowed for this availability. 2:1 work/rest guidelines will be maintained.

TYPE	RATE TYPE	MINIMUM PERSONNEL	HOURLY RATES
Ambulance (ALS)	Fully Operated Hourly Rate	2 – (1) ALS and (1) BLS	\$110.00
Ambulance (ALS)	Un-operated, hired under Option 3 Specified in 01.4-3	2 – (1) ALS and (1) BLS	\$56.00
Ambulance (BLS)	Fully Operated Hourly Rate	(2) BLS	\$95.00
Ambulance (BLS)	Un-operated, hired under Option 3 Specified in 01.4-3	(2) BLS	\$51.00

Patient Transport	Mileage Rate		LGFF normal billing rate. See below**
ALS Chase Unit	Fully Operated Rate	(1) ALS	\$65.00
ALS Chase Unit	Un-operated, hired under Option 3 Specified in 01.4-3	(1) ALS	\$30.00
Extra ALS Personnel	Additional Personnel	N/A	\$32.00
Extra BLS Personnel	Additional Personnel	N/A	\$22.00
BLS KIT	Replacement of Disposables	Un-operated	Replacement of Disposables
ALS Kit	Daily Rate + Replacements of Disposables	Un-operated	\$50/Day + replacement of disposables

Equipment: The resource order must specify whether ordering an ALS or BLS ambulance, or an ALS Chase Unit. ALS ambulances come equipped with the state requirements for ambulances of that type including a Montana licensed paramedic or an AEMT or an EMT, cardiac monitoring equipment, advanced airway management tools, medications for pain control, cardiac emergencies, and other drugs as required by the state. BLS ambulances come equipped with the state minimum requirements for BLS ambulances and two Montana licensed EMTs.

An ALS Chase Unit comes staffed with a Montana licensed paramedic with a vehicle equipped with oxygen, backboard, transport litter, basic bandaging and splinting materials, cardiac monitoring equipment, advanced airway management tools, medications for pain control, cardiac emergencies, and other drugs as required by the Administrative Rules of the State of Montana. Equipment shall be stored in a manner that makes it easily transportable by helicopter. The vehicle for the chase unit must be 4x4 capable and must be able to drive in typical fireline conditions.

ALS/BLS Kits - THIS IS NOT THE PREFERRED METHOD OF HIRE

The preferred method for obtaining a BLS or ALS kit is through the Northern Rockies Fire Cache.

IF ALS or BLS kits are unavailable through the cache, kits may be hired using the methodology contained in this section. A BLS or ALS kit must contain the items listed below, and must be documented on a resource order and requested by the incident. Each kit must contain a complement list with the kit contents listed. For ALS kits, any personnel using such kits must be under the medical direction of their sponsoring medical director per Montana Administrative Rules, Montana Codes, and the Montana EMS protocols.

Personnel: Personnel must hold a current Montana licensure which could include registration with the National Registry of Emergency Medical Technicians. Additionally, all personnel must complete the annual Fireline Safety Refresher RT-130. Personnel who are not line-qualified and those assigned to stay in camp, must be escorted to and from the fireline with a line-qualified person.

Line EMT: - Personnel who are fireline-going or are assigned as a EMTF or paramedic must be qualified at the Firefighter Type 2 level (FFT2) or above and have the following minimum training:

- Introduction to ICS (I-100)
- Firefighter Training (S-130)
- NIMS: An Introduction (IS-700)
- Human Factors in the Wildland Fire Service (L-180)
- Introduction to Wildland Fire Behavior (S-190)
- Annual Fireline Safety Refresher (RT-130)
- Current Work Capacity Test (WCT, Pack Test) at the Moderate Level, which includes a two-mile hike carrying a 25-pound pack in 30 minutes or less.

The training and qualifications above can be documented on a Red Card or a LGFF Chief's Certification Form. The LGFF Chief's Certification form is **NOT USED** to certify an individual as an EMT but is utilized to certify that the individual has the above listed minimum fireline qualifications per NWCG PMS-310-1 Wildland Fire Qualification System Guide or meets the intent of 310-1.

NOTE - Personnel working as an Advanced EMT (AEMT), or as a Paramedic, must have proof of documentation from their sponsoring medical director allowing them to practice outside of their normal jurisdiction.

Medical Transport: When the ambulance is mobilized to transport a patient, the hourly rate is dropped to \$0.00 and the ambulance reverts to their normal billing procedures for the medical incident, which would include a loaded mileage rate. For all patient care and transport, the ambulance will submit a bill to the patient's appropriate home agency for workers' compensation billing. The APMC guidelines for the Northern Rockies states that all care beyond basic first aid will be processed through the patient's appropriate workers' compensation insurance. Medical transport shall be documented on the shift ticket and shall be turned in to Finance (if available) or the Land/Unit office for documentation purposes. If no patient care or transport occurs, the ambulance will be paid the hourly rate for the time worked.

LGFF Ambulances are to be contracted dry (fuel provided by the incident).

Additional personnel may be ordered at the discretion of the incident managers. Additional personnel will be necessary for incidents that require coverage for more than 16 hours per day. When ordering ambulances or chase units, consideration should be made for providing adequate work/rest ratios.

Ambulance and personnel may be hired under hiring Option 3, Section 01.4-3.

Applicable state laws and regulations can be found in the Montana Code Annotated Title 50 Chapter 6, http://leg.mt.gov/bills/mca_toc/50_6.htm, and Montana Administrative Rules Title 37 Chapter 104, <http://www.mtrules.org/gateway/ChapterHome.asp?Chapter=37.104>.

<u>BLS Kit Contents</u>	
<u>Bleeding Control & Bandaging</u>	<u>Diagnostic & Misc. instruments</u>
• Tourniquet	• Stethoscope & adult B/P cuff
• 2 Quick clot, Blood stopper	• Penlight
• 4 pk. 2-inch gauze blood stopper	• 1 Thermometer, digital w/ 10 covers
• Gauze bandages, 3-inch x 5-inch yards	• 1 note pad
• Gauze bandages, 4-inch x 4-inch	• 2 patient care reports
• Gauze bandages, 2-inch x 2-inch	• 1 mechanical pencil or pen
• Non-adhering Pads	• 1 trauma sheer
• Band-Aid, Knuckle, Cloth	• 1 bandage scissor
• Band-Aid, cloth, 1-inch x 3-inch	• Prep pad, alcohol
• Band-Aid, cloth, 2-inch x 3-inch	• Anti-microbial wipes
• 2 rolls tape, surgical 1-inch	• Bag, Bio-hazard, 5 gal
• 2 rolls tape, waterproof, 1-inch	• Gloves, non-latex exam, large/med
• Mole skin	• Kendrick Traction Device
• 1 Sam splint	• Automated External Defibrillator (AED)
• 1 roll Coban 3-inch	
• 3 Ace wraps, 3-inch	<u>O2 KIT</u>
• 2 Triangular bandages	• O2 Bottle
• 2 Trauma dressings, 10-inch x 12-inch	• Regulator/key
• 2 Cold packs	• 1 non-rebreather mask
	• 1 Nasal cannula
<u>Airway Management</u>	• 1 Connection tub
• 1 Bag valve mask	
• 1 CPR Pocket mask w/oxygen port	<u>Misc.</u>
• 1 set Airway, oral pharyngeal, size 3, 4, 5	• 3 bottles of eyewash, 4 oz./1 oz.
• 3 Nasal Airways (lubricating jelly) 28, 30, 32	• 1 tube Glucose
• 1 suction device	
• 1 Suction Catheter	
• 1 airway holder	

<u>ALS ADDITIONS TO THE BLS KIT</u>	
<u>Advanced Airway</u>	<u>I.V. & Vascular Access Supplies</u>
<ul style="list-style-type: none"> 1 ea. Laryngoscope/mac blades <ul style="list-style-type: none"> ET tubes/ stylet – 7, 7.5, 8, 8.5 King Airway kit 1 ea. of Size 3,4,5 Include Lubricant & syringe 1 ea. CO2 Detector (color change) 1 ea. Gum elastic bougie 1 ea. Quicktrach 1 ea. Retrograde kit (wire, scissor, hemostat, 14 g needle) 	<ul style="list-style-type: none"> 2 ea. IV Start Kit 2 ea. Normal saline, 1000 ml x 2 2 ea. Macro drip sets 2 ea. IV needles – f20, 18, 16, 14 gauge 4 ea. Syringes – 1, 3, 5, 10 ml 4 ea. Needles – 22, 25 gauge 1 ea. Interosseous (IO) needle 1 ea. Sharps container
<u>Medications</u>	<u>Misc</u>
<ul style="list-style-type: none"> 2 ea. Benadryl 50 mg 1 ea. D50 2 ea. Epinephrine 1:10,000** 2 ea. Epinephrine 1:1000 1 ea. Glucagon kit 3 ea. Atropine 1 mg** 1 ea. Lidocaine 100 mg** 2 ea. Nitroglycerine, 1 ea. Nebulizer mask 3 ea. Albuterol nebules 3 ea. Atrovent nebules 	<ul style="list-style-type: none"> 2 ea. Chest decompression needle (14 g x 3.5") 1 ea. Glucometer with test strips Pulse Oximeter

****NOTE - Epinephrine 1:10,000, Lidocaine 100 mg, and Atropine 1 mg should not be carried unless a cardiac monitor is also available and carried.**

01.4-6 Agency Assistance with Local Government Fire Forces

When five or more LGFF resources are dispatched to an incident, DNRC or the Incident Management Team (IMT) may furnish a Technical Specialist to assist with any issues concerning personnel or equipment with the goal of helping mitigate significant differences which may arise and to ensure the departments are signed up properly. This person works for the IMT and is commonly housed in the Finance Section. This person is responsible for coordinating with the Incident Commander and the Command and General Staff on matters pertaining to resources (equipment and personnel) and in some cases jurisdictional responsibilities of LGFF resources associated with the incident and assists in the day-to-day operations with the LGFF's.

Technical Specialist Position Responsibilities:

- Advise the Agency Administrator, Incident Business Advisor, and the IMT of the area LGFF jurisdictional responsibilities, including mutual aid responsibilities.

- Review contract specifications (such as Operating Agreements, MOUs, IA Agreements, and/or DNRC Incident Rental Agreements, etc.) regarding pay (equipment and personnel).
- Review business management activities to assure compliance with legal and fiscal requirements and efficient use of resources. Includes property management, law enforcement, and civil rights.
- Prepare a checklist of items that the Finance/Administration Section Chief (FSC) and the IMT need to be aware of. - include terms and conditions of operating plans or agreements
- Review job responsibilities and assignments for LGFF personnel.
- Monitor local jurisdictional agency responses in meeting jurisdictional responsibilities.
- Attend incoming briefing with the IMT if possible; make contact with the FSC.
- Attend planning sessions and make known the availability of LGFF resources, such as the length of commitment, rotating personnel, and impacts to local government operations.
- Through the FSC, provide information on use of equipment and personnel. Coordinate with the Logistics Section Chief (LSC) to identify problem areas for the LGFF such as interaction with the IMT and logistical support.
- Coordinate with the FSC and the LSC to assure timekeeping and recording is being completed. Provide assistance to appropriate personnel on timekeeping, commissary, travel, accidents, injuries, personal problems or emergencies and other administrative needs.
- Check for compliance with equipment specifications, certification, engine typing, and Federal Excess equipment use guidelines.
- Ensure safety, personal protective equipment, other equipment, and actions of the LGFF personnel are consistent with approved standards.
- Assist the IMT in providing for the wellbeing and safety of assigned LGFF resources.
- Assist the IMT in the demobilization (if necessary) of LGFF resources.
- Provide direction for distribution of pay documents.

01.5 MONTANA NATIONAL GUARD

All time is kept by the National Guard designated member and will be forwarded to Department of Military Affairs (DMA) according to their rules and regulations. Mark any timekeeping documents clearly as National Guard and include military rank of individual. The DMA will bill DNRC for all federal and state supported fires. DNRC reimburses DMA through a No-Warrant Transfer of Funds; DNRC then bills the federal agencies for the support of their fires.

National Guard personnel are paid a daily rate. National Guard personnel do not receive hazard pay or any other pay differential. National Guard personnel are covered under Montana's Workers Compensation Insurance Program through the Montana State Fund. National Guard personnel are reimbursed for travel per diem expenses according to State of Montana regulations. National Guard personnel will not be granted commissary privileges in the same manner as EFFs; commissary must be on a cash or credit card basis.

In administrative dealings with National Guard personnel, the chain of command should be respected. Disputes or discussions with individual National Guard personnel should include the individual's superior ranking supervisor.

Responsibility for payment: If the resources are ordered through DES, the ordering entity is responsible for payment as in the case of a local government or sheriff's office ordering the National Guard for evacuations. If the resource is ordered through the fire to assist in fire suppression or other duties associated with the fire, the host agency is responsible for payment.

01.6 MONTANA DEPARTMENT OF CORRECTIONS

Through the cooperative agreement between the Montana DNRC, the Montana Department of Corrections (DOC) and Montana State Prison (MSP), correctional officers and low security inmates form a Type 2 Hand Crew referred to as the Deer Lodge Crew. The Deer Lodge Crew is normally comprised of 15 inmates (FFT2s), 3 correctional officers (FFT1s), and supervised at all times by a DNRC crew boss (CRWB). The crew may be used on any wildland fire incident, regardless of jurisdiction, within the State of Montana.

The Deer Lodge Crew is a resource of the DNRC-Southwestern Land Office (SWLO) and is dispatched through the Missoula Interagency Dispatch Center (MDC). All costs in support of other agencies will be paid through DNRC and reimbursed through the Master Cooperative Fire Management Agreement. DNRC will forward timekeeping documents to the Department of Corrections after release from the incident. The Department of Corrections will bill DNRC for the personnel costs of overtime hours for correctional officers and regular hourly rates for inmates (no overtime) per this cooperative agreement. Correctional officers and inmates do not receive hazard pay or any other pay differential. Correctional officers and inmates are covered under the Montana Workers' Compensation Insurance Program (see Section 01.2-7) by the Department of Corrections. Correctional officers may use the commissary on a cash or credit card basis. Inmates are not allowed commissary privileges.

The assigned DNRC crew boss will be the administrative contact for the Deer Lodge Crew and will consult with the correctional officers in matters regarding security.

01.7 MONTANA HIGHWAY PATROL

Currently there is no standing agreement with the Montana Highway Patrol (MHP) for assignment during emergency incidents. If the MHP is utilized outside of their normal job duties (see below), an agreement must be negotiated between the host incident agency and MHP, *except when there is a declared State of Emergency*. If a State of Emergency has been declared, MHP must be mobilized through the Department of Emergency Services (DES). A Montana Incident Rental Agreement (IRA) or EERA may be used for this incident specific hiring. All rates must be negotiated at the time of hiring. If the MHP is requested by the local law enforcement agency, that agreement would be a standalone agreement between the MHP and the local law enforcement agency or DES, not the host incident agency.

Normal job duties include: law enforcement duties, incident related road closures, assisting county sheriffs within their jurisdiction, traffic control on all Montana roadways, and mutual aid to other law-enforcement agencies within the State of Montana.

01.8 MONTANA SHERIFF AND PEACE OFFICERS

There is an agreement between the State of Montana DNRC and the Montana Sheriff and Peace Officers for mobilizing law enforcement for an evacuation event which has exceeded local capacity. Please refer to the

MSPOA agreement attached to the Mobilization of Local Government Fire Forces Guide, or located on-line at: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides>.

LAW ENFORCEMENT VEHICLE

	Un-operated Daily Rate
Law Enforcement Vehicle	\$100.00

Law Enforcement Vehicle for incident use \$100/Day + Fuel, NO Mileage Paid - Law Enforcement Vehicles ordered by the host incident agency utilized for work outside the normal scope and normal law enforcement duties such as road blocks and incident security should be reimbursed at this rate. Vehicles must be ordered by the incident agency to perform duties beyond their normal assigned duties. Payment will not be made for additional attributes such as computers, radios, scene lighting, etc., unless specifically negotiated and ordered by the incident on a case-by-case basis. Fuel and operating supplies will be reimbursed but NO MILEAGE will be paid. Notation must be made on the daily shift tickets that the vehicle was used as a Law Enforcement Vehicle. This daily rate is not subject to first or last day prorating.

01.9 STATE-OWNED AND OTHER EQUIPMENT

DNRC shall be reimbursed for use of state equipment in support of other agency incidents unless the master agreement with the cooperating agency states otherwise. The use of the equipment is billed at the negotiated rates, except Federal Excess Property Program (FEPP) should show a use rate of 67 percent of the standard rate on use invoices (does not apply to FEPP aircraft). The using agency will provide operating materials and supplies, such as fuel and oil. DNRC equipment will remain in paid status during meal breaks. In the event the equipment breaks down and is repaired at the using agency's expense, the cost of the repair shall be deducted from the bill for its use. Copies of repair bills shall be submitted to the responsible DNRC Area Land Office, at the termination of DNRC support activity, for inclusion in the fire bill calculation.

The Emergency Equipment Shift Ticket (OF 297), the Emergency Equipment Use Invoice (OF 286), Resource Order and the DNRC Resource Rate form provide the required documentation on the use of DNRC equipment. Copies should be forwarded to the responsible land office or sent home with the operator. The OF-286, for this purpose, should be filled out in the following manner: In Block 22 (remarks), enter "**For Fire Record Only, per Region 1 Cooperative Fire Management Agreement.**"

01.9-1 Sedans, Passenger Vans, Utility Vehicles, Pickups, and Stake-Side Trucks

Un-operated daily rate and mileage (if applicable) used for LGFF and agency vehicles such as sedans, passenger vans, sport utility vehicles (SUV), pickups, and stake-side trucks for on-road use are found in the NRCG Supplement to Chapter 20 of the IIMBH.

The following rates are also used to determine agency costs used in billing suppression costs of all fires.

Off-Road Vehicle for Line Personnel - \$100/Day + Fuel, NO Mileage - Vehicles for off-road use for line personnel as listed, but not limited to: Strike Team Leader, Task Force Leader, Division Supervisor, Heavy Equipment Boss, or any other position that could require that a vehicle be taken off road. Vehicle must be a 4x4 SUV or 4x4 pickup that is off-road capable typically with 10-ply or load range E tires. The vehicle must be equipped with a digital programmable mobile radio (i.e. BK Mobile Radio). Fuel and operating supplies will be reimbursed but NO MILEAGE will be paid.

If the vehicle complies with the above stipulations and is hired at the off-road rate, the rate will be in effect for the entire time the vehicle is under hire. This daily rate is not subject to first or last day prorating. Additionally, the payment package must include the vehicle operator's overhead resource order (or other suitable documentation) as verification that the vehicle was used off road in support of a line-qualified position.

Command vehicles - Command vehicles should be hired using the rate above for an off-road vehicle. A rate may be negotiated for extra equipment used depending on the capability and the use of the vehicle if used beyond the basic function of transportation.

01.9-2 Trailers and Transports

This category includes government-owned trailer units as specified. Refurbishment costs for tools and equipment from fire caches shall be paid by using agency under separate billing.

MOBILE OFFICE TRAILERS	LOCATION AT TIME OF HIRE	UN-OPERATED DAILY RATE
CLO Command Trailer	DNRC, Central Land Office – Helena	\$750.00
County Assist Team Finance/Plans Trailer	DNRC, Northeastern Land Office - Lewistown	
Heli-Base Trailer	DNRC, Northwestern Land Office - Kalispell	
Command Post Bus	DNRC, Fire Bureau - Missoula	
County Assist Team Cache/Office Trailer w/Tractor	DNRC, Eastern Land Office – Miles City Note: 100-person cache	\$750.00
Other Command/Office Trailer	Local Government-owned	\$500.00
Additional Incident Costs	Haul-in cost for vehicle as needed may be charged at the applicable 1-ton rate listed in the NRCG Supplement to Chapter 20 of the IIBMH.	

Other Equipment	Un-operated Daily Rate
<u>Fifth wheel trailer, tandem axle</u> – 20-foot to 28-foot flatbed, minimum 10,000 GVW	\$50.00
<u>Flatbed snowmobile trailer, minimum 3,000 GVW</u>	\$30.00

01.9-3 All-Terrain Vehicles

Type	Un-operated Daily Rate
ATV(1 Rider) No Three Wheelers	\$100.00
UTV Side by Side Seating (i.e., Polaris Ranger, Kawasaki Mule) or similar with 3 or less seats.	\$200.00
UTV Side by Side Seating with 4 or more seats.	\$250.00

- All riders must wear an approved helmet while operating an ATV or UTV.

01.9-4 Agency-Owned Engines and Water Tenders

Agency engines and tenders will be billed at the rates in the LGFF table in Section 01.4-5.

01.9-5 Kitchens

The DNRC kitchen package as shown below provides the basic ability to prepare and serve meals for approximately 75 to 350-plus people per day. Additional incident costs charged separately to the incident are noted below. The Food Unit Leader will track costs and make them available to the Finance Unit upon request. The incident is also responsible to provide a potable water source and grey water disposal. In the event a DNRC kitchen is in need of a potable water truck or hand washing station, DNRC will utilize the solicitation for potable water trucks or hand washing stations for the incident.

DNRC Kitchen Package	Includes pantry truck, kitchen trailer, generator, propane transport and storage, prep trailer/area, hot water capability for dishwashing, and one support vehicle.	Un-operated Daily rate \$500.00
Additional Incident Costs	Personnel time at applicable EFF rates; reimbursement of actual cost for food and consumable supplies (propane and fuel, condiments, plates, cups, cutlery etc.); rental of refrigeration trailer* at NRCG Chapter 20 daily rates; 1 ton flatbed truck; crew transport/additional support vehicles; portable toilets and hand wash units for kitchen crew; and cleaning and refurbishment costs.	
Additional incident costs may be charged if the incident camp does not already supply resources/supplies. These additional costs may be listed below but are not limited to:		
Rental of dining tents, tables, chairs; hand wash station; grey water; potable water & storage; garbage service		

**Note: Refrigeration truck/trailer to support kitchen may be provided by DNRC at NRCG Chapter 20 Supplement daily rates, or if not available from DNRC, may need to be obtained commercially.*

01.9-6 DNRC Hand Wash Station

DNRC Handwash Station	Includes a self-contained 6 sink trailer with propane hot water, 450-gallon internal tank, 750-gallon grey-water bladder, paper towel dispenser, and mirrors. If the unit is hauled in with a DNRC kitchen vehicle, no additional transport cost is added. If utilized separately from the kitchen, applicable vehicle rates in this chapter will apply for transport in and out. The incident will supply potable water and haul the gray water.	Un-operated Daily Rate \$500.00
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01.9-7 Portable Generators

Generator Size	Daily Rate
10 KW or Less	\$60/Day
10 KW to 20 KW	\$80/Day
20 KW to 30 KW	\$100/Day
30 KW and Above	\$120/Day

01.9-8 Aircraft

- A. **State-owned Aircraft:** Un-operated rate, based on flying time, does not include operating supplies or support vehicles. Rates are set by Montana Legislature. Current rates were set by the 2015 Legislative Session, and will remain in effect until changed by the Legislature.

Type	Current Hourly Rates
Fixed Wing	\$ 175.00
Rotary Wing Type 3	\$ 515.00
Rotary Wing Type 2	\$1,650.00

Tail Numbers for State of Montana DNRC-owned aircraft are as follows:

- Fixed Wing 9067M, 6312B, and 391M
- Helicopters T2: 387M, 388M, 394M, 395M, and 398M
- Helicopters T3: 384M and 392M

- B. **Montana National Guard Aircraft:** rates per annual agreement with DNRC, which may be found on-line at <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides>.

- C. **Fuel Trucks (aviation support):** Un-operated daily rate.

Size	Daily Rate
300 gallon	\$200.00
600 gallon	\$500.00
2,600 gallon	\$800.00

01.9-9 Boats: The rates noted below pertain to agency to agency use. Commercial use rates may be higher.

Cooperator provides:

- Cooperator will provide operator. Boat will not be operated by personnel under the age of 18 years old.
- Cooperator provides operating supplies such as fuel/oil, anchors/ropes etc.
- Cooperator provides a personal floatation device to each person being transported.
- First-Aid kit and fire extinguisher on the boat.

The incident provides:

- Personal protection equipment (PPE) to cooperator/operator who will return PPE to the incident upon demobilization or invoice will be reduced for missing PPE.

BOATS		
FWHP	SIZE	*UN-OPERATED DAILY RATE
≥35,< 150 HP	< 16 FT	\$300
	16 – 20 FT	\$350
≥50,≤ 250 HP	21 – 23 FT	\$400
	24 – 26 FT	\$450
Pontoon	16 – 20 FT	\$400
	21 – 23 FT	\$450
	≥ 24 FT	\$500

*Daily rate includes haul in/haul out.

Minimum Special Provisions:

- Boats under hire are required to comply with all State of Montana licensing and registration requirements.
- Boats hired must comply with U.S. Coast Guard Marine Safety regulations.
- All equipment under this agreement must be owned and titled by the LGFF or County listed in Box 4 of the IRA. No leased equipment unless the lease was initiated to fulfill the departments normal duties as established under the Montana Codes Annotated (MCA).

01.10 CLAIMS

Claims arising under the jurisdiction of the State of Montana are negotiated by the responsible Line Officer or Agency Administrator. These individuals may delegate this authority to other DNRC employees. With coordination of the Line Officers, and when possible, claims should be settled at the incident. For comprehensive information on handling claims against DNRC, see Chapter 370 in the DNRC 300 Incident Business Management Manual, or contact the Business Management Bureau, Forestry Division, Department of Natural Resources and Conservation, 2705 Spurgin Road, Missoula, Montana 59804; office phone: (406) 542-4300.

01.11 OTHER REFERENCE MATERIALS FOR MONTANA

01.11-1 NRCG Mobilization of Local Government Firefighting Resources

The guidelines in the Mobilization of Local Government Firefighting Resources apply when LGFF's are hired by NRCG agencies within Montana. Detailed mobilization and dispatch procedures are included. The document may be found on-line at <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides>.

01.11-2 DNRC 300 Manual - Incident Business Management

This internal manual provides incident business management guidance to DNRC employees and cooperating agency personnel on managing DNRC wildland fire incidents according to State-specific policies and

procedures. This document may be found on-line at <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/resources/manuals>.

01.11-3 DNRC 900 Manual - Wildland Fire Suppression

This internal manual provides guidance to DNRC employees and cooperating agency personnel on wildland fire suppression policies and procedures within Montana. This document may be found on-line at <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/resources/manuals>.

01.11-4 DNRC IBA Operating Guidelines/DNRC IBA Job Aid

These documents provide guidance to DNRC employees and cooperating agencies on the State's general operating guidelines relating to fire business management and the role of DNRC Incident Business Advisors. They may both be found on-line at <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information>.

01.11-5 DNRC Local Government Fire Force (LGFF) Incident Rental Agreement

Local Government Fire Force (LGFF) Equipment will be hired on the DNRC Incident Rental Agreement (IRA), <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/local-government-fire-forces>. Equipment must meet the accepted typing standards set forth in the NRCG Chapter 50 Supplement to the Interagency Incident Business Management Handbook. This supplement is the governing document for the LGFF IRA. Year-to-Year agreements (single year) is the preferred method but a Land or Unit office may decide to initiate a multi-year agreement for up to a three -year (3-year) period. The Incident Rental Agreement (IRA) is valid outside the Northern Rockies Geographic Area when utilized as a Fully Operated contract.

01.12 ABBREVIATIONS AND DEFINITIONS

The specific meanings of terms may be found in prevailing current NWCG publication unless otherwise defined herein.

AGENCY – See “Government”

APMC - Agency Provided Medical Care

COOPERATOR – Local Government entities available through agreement to assist the Federal and State government agencies.

CREW MEMBER – Basic wildland firefighter used to control and extinguish wildland fires and works as a member of an engine crew under the supervision of a higher qualified individual.

DES – Department of Emergency Services

DNRC – Department of Natural Resources and Conservation, <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation>

ENGB – Single Resource Engine Boss

ENOP – Engine Operator

1 FEPP - Federal Excess Property Program.

2
3 GACC – Geographic Area Coordination Center

4
5 GAWR – Gross Axle Weight Rating

6
7 GOVERNMENT – United States Department of Agriculture – Forest Service (USDA-FS), National Park
8 Service (NPS), Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), and United States Fish
9 & Wildlife Service (USF&WS), Montana Department of Natural Resources and Conservation (MT DNRC),
10 Idaho Department of Lands (IDL), Montana Department of Emergency Services (MT DES), North Dakota
11 Forest Service (ND FS), Department of Emergency Services (DES), and Local Government.

12
13 GOVERNMENT REPRESENTATIVE – Designated employee of the agencies listed under the definition of
14 Government.

15
16 GVAW – Gross Vehicle Axle Weight

17
18 GVWR – Gross Vehicle Weight Rating

19
20 HYBRID ENGINE - Engines in which a county owns the chassis and the State of Montana DNRC has
21 provided the fire package including the pump package.

22
23 ICS – Incident Command System

24
25 IDL – Idaho Department of Lands, <http://www.idl.idaho.gov/fire/index.html>

26
27 INCIDENT – An occurrence or event, either human-caused or natural phenomena, that requires action by
28 emergency service personnel to prevent or minimize loss of life or damage to property and/or natural
29 resources.

30
31 NDSF – North Dakota State Forestry, <http://www.ag.ndsu.edu/ndfs>

32
33 NRCC – Northern Rockies Coordination Center, <http://gacc.nifc.gov/nrcc/index.htm>

34
35 NRCG – Northern Rockies Coordinating Group, <http://www.fs.fed.us/r1/fire/nrcg/index.html>

36
37 NWCG - National Wildfire Coordinating Group, <http://www.nwcg.gov>

38
39 ON SHIFT – Includes time worked, time that equipment is held or directed to be in a state of readiness, and
40 compensable travel (equipment traveling under its own power) that has a specific start and ending time.

41
42 OPERATIONAL PERIOD – Equal to one shift, an operational period is defined by the Incident Action Plan.

43
44 ROSS – Resource Ordering and Status System

45
46 SEVERITY – Increase in the level of pre-suppression capability and fire preparedness when predicted or
47 actual burning conditions exceed those normally expected, due to severe weather conditions.

48
49 SUPPRESSION – All the work of extinguishing or confining a fire beginning with its discovery.

1 UNDER HIRE – Refer to Clause 2 of General Clauses to Emergency Equipment Rental Agreement Form
2 OF-294.

5 **01.13 FEMA GUIDELINES**

7 Montana DNRC may request that a fire threatening lives, property, and critical infrastructure that would have
8 potential for a major presidential disaster; be declared a FEMA fire.

10 FEMA evaluates a fire threat using four criteria:

- 11 1. The threat to lives and improved property, including threats to critical facilities/infrastructure, and
12 critical watershed areas.
- 13 2. Availability of state and local firefighting resources.
- 14 3. High fire danger conditions, as indicated by nationally accepted indices such as the National Fire
15 Danger Rating System.
- 16 4. Potential for major economic threat.

18 The request is approved or denied based on:

- 19 1. The conditions that existed at the time of the state's request.
- 20 2. Whether the fire or fire complex threatens to cause a major disaster.

22 These grants **do not** provide assistance to individual home or business owners and **do not** cover other
23 infrastructure damage caused by the fire.

25 FEMA will reimburse state and local governments 75 percent of the eligible fire management costs. All
26 eligible work and related costs must be associated with the incident period of a declared fire.

28 If a fire is a FEMA declared fire, state agencies, local government agencies, and Indian Tribal governments
29 may apply as sub-grantee applicants. Applicants applying for sub-grantee status must be legally responsible
30 for the firefighting activities for which reimbursement is requested.

32 Volunteer firefighting organizations that were created under a local statute or resolution giving them taxing
33 authority are considered to be separate and distinct from the county in which they operate. These volunteer
34 organizations are trustee operated and are eligible applicants.

36 Examples of eligible fire management costs:

- 37 • Firefighting and support services
- 38 • Equipment and supplies
- 39 • Evacuations
- 40 • Sheltering
- 41 • Traffic control/barricading
- 42 • Security
- 43 • Emergency Operations Centers
- 44 • Temporary repairs of damage caused by firefighting activities, not by the fire itself.

1 If a fire is a FEMA declared fire, DNRC will continue to pay according to the guidelines in the IIBMH.
2 Local government or tribal entities may request reimbursement for eligible costs not normally paid by
3 DNRC. Examples would be:

- 4 • Costs during the first 24 hours of a fire within your jurisdiction
- 5 • Equipment costs when the fire is within your jurisdiction
- 6 • Donated resources:
 - 7 ○ Value of volunteer labor
- 8 • Category B expenses:
 - 9 ○ Search and rescue
 - 10 ○ Provision of shelters or emergency care
 - 11 ○ Sandbagging
 - 12 ○ Provision of food, water, ice, and other essential needs
 - 13 ○ Removal of health and safety hazards

14
15 MT DNRC may request an additional fire package of the host agency for FEMA declared fires.

Exhibit NR11**IDAHO**
IDAHO DEPARTMENT OF LANDS

The Idaho Department of Lands (IDL) utilizes the standard forms contained in the Interagency Incident Business Management Handbook (IIBMH) except where IDL procurement processes differ from those contained within the IIBMH. In cases where IDL policy varies from those established in the IIBMH, the policies summarized below shall be followed. Additional information regarding IDL specific policies are contained within the Idaho Department of Lands Incident Business Operating Guide (IBOG). The IBOG will be provided to Incident Management Team (IMT), Buying Team, and expanded dispatch personnel assisting on incidents under the jurisdiction of IDL. The IBOG, and additional resources, may be found under Fire Management on the IDL public web page available at <http://www.idl.idaho.gov/fire/index.html>.

For further information and clarification, please contact:

Wendy J. Walter
Bureau of Fire Management
Fire Business Program Manager
Coeur d'Alene, ID 83815-6021
Phone: 208-666-8648
Fax: 208-769-1524

or

Debbie Godfrey
Financial Technician
Phone: 208-666-8639

Bureau of Fire Management
3284 West Industrial Loop
Coeur d'Alene, ID 83815-6021
Phone: 208-769-1525
Fax: 208-769-1524

IDAHO
IDAHO DEPARTMENT OF LANDS

1. STATE AND COOPERATOR PERSONNEL AND EQUIPMENT

A. Idaho Department of Lands (IDL) Employees

IDL personnel are government employees, employed by the state of Idaho Department of Lands and will be treated as “agency” personnel.

1. Personnel Time

All IDL employees and crews will complete an SF-261, Crew Time Report, for all compensable time. Upon demobilization, Finance will provide the **original** OF-288, Emergency Firefighter Time Report, to the employee. IDL personnel costs are reimbursed based on actual wages and benefits.

2. Vehicle/Equipment Time

IDL vehicles and equipment will be documented on IDL Vehicle and Equipment Use Log for fleet documentation. Private Owned Vehicle (POV) rates shall be in accordance with state of Idaho Board of Examiners policy and procedures.

IDL vehicle rates are published on the IDL public website under Fire Management at www.idl.idaho.gov, or in the IDL Incident Business Operating Guide (IBOG). Vehicles rates include operating supplies (wet) and general maintenance. When IDL fuel cards do not work at an incident, contact the IDL Senior Fiscal Specialist at 208-334-0228 for assistance with processing payment.

3. Travel

IDL employees are expected to be self-sufficient during mobilization and demobilization.

B. IDL Casual Employees

IDL Forest Protective Districts and Areas are responsible for hiring Casual employees and processing all necessary paperwork.

IDL Casuals should be treated as regular agency employees while on incidents. IDL Casual’s rate of pay shall not be changed after initial employment except as authorized by the Bureau of Fire Management. If an IMT has a need to hire Casual employees on IDL jurisdictional fires, the local IDL office will hire the Casuals for the incident in accordance with IDL policy and procedures.

1 1. Personnel Time

2
3 IDL Casual employees will complete a SF-261, Crew Time Report, for all compensable time.
4 Upon demobilization, Finance will provide the **original** OF-288, Emergency Firefighter Time
5 Report, to the employee. IDL Casual personnel costs are reimbursed based on actual wages and
6 benefits.

7
8 2. Vehicle/Equipment Time

9
10 IDL vehicles and equipment will be documented on IDL Vehicle and Equipment Use Log for
11 fleet documentation. Private Owned Vehicle (POV) rates shall be in accordance with state of
12 Idaho Board of Examiners policy and procedures.

13
14 IDL vehicle rates are published on the IDL public website under Fire Management at
15 <http://www.idl.idaho.gov>, or in the **IDL Incident Business Guide (IBOG)**. Vehicles rates include
16 operating supplies (wet) and general maintenance. When IDL fuel cards do not work at an
17 incident, contact the IDL Senior Fiscal Specialist at 208-334-0228 for assistance with processing
18 payment.

19
20 3. Travel

21
22 IDL Casual employees are typically not issued government credit cards. Therefore, it may be
23 necessary for a Casual employee to be self-sufficient with personal funds for regular expenses
24 such as meals, lodging, and baggage fees. Dispatch centers and host agencies should make every
25 effort to provide for IDL Casual employees. If an IDL Casual is utilizing a POV, it should only
26 be used for travel to and from an incident. POV rates shall be paid in accordance with state of
27 Idaho Board of Examiners policy and procedures.

28
29 C. Timber Protective Associations

30
31 Timber Protective Association (TPA) employees shall receive the same courtesy as IDL employees.
32 They are considered "agency" personnel and should not be confused with private contractors.

33
34 1. Personnel Time

35
36 All TPA employees and crews will complete an SF-261, Crew Time Report, for all compensable
37 time. Upon demobilization, Finance shall provide the **original** OF-288, Emergency Firefighter
38 Time Report, to the employee. TPA employee costs are reimbursed based on actual wages and
39 benefits.

40
41 2. Vehicle/Equipment Time

42
43 TPA employees may use the OF-297, Emergency Equipment Shift Ticket, for documenting
44 vehicle and equipment time. They are **not** required to provide this to Finance. It is done strictly
45 for documentation purposes at the home unit. Cost Unit Leaders can estimate TPA
46 vehicle/equipment costs utilizing the IDL Equipment Rates. POV rates shall be in accordance
47 with TPA policy and procedures.

3. Travel

TPA personnel are expected to be self-sufficient during mobilization and demobilization.

D. Fire Service Organizations

It is the IDL's responsibility to be the single hiring point for equipment and personnel obtained from Idaho Fire Service Organizations (FSOs). The only exception is local initial attack mutual assistance agreements.

1. Check-In

At check-in at an incident, the FSO will provide Finance a copy of the Idaho Cooperator Certification Form (ICCF) which outlines payment terms.

2. Demobilization

At demobilization, Finance will provide the FSO all original payment documents, including the **original** OF-297, Emergency Equipment Shift Tickets (pink), and the **original** OF-286, Emergency Equipment Use Invoice, for equipment. Single resource and personnel working on equipment hired at the un-operated rate shall be provided the **original** OF-288, Emergency Firefighter Time Report. When hired under the un-operated rate, the FSO will bill actual payroll and benefit costs to IDL.

3. Commercial Driver's License

Idaho Fire Service Organizations are exempt from the requirements of Interstate Commercial Driver's Licenses (CDL). When accepting assignments outside the state of Idaho with a piece of equipment that is over 26,000 lbs. GVW or has air brakes, it may not be required, but is recommended that drivers have a CDL with all applicable endorsements. An incident may demobilize a resource if the operators do not have the applicable license and endorsements to satisfy the requirements of a particular state.

4. Department of Transportation Equipment Inspections

Idaho Fire Service Organizations are exempt from the requirements of Department of Transportation (DOT) Equipment Inspections. When accepting assignments outside the state of Idaho with a piece of equipment that is over 10,000 lbs GVW, it may not be required, but it is recommended, that all vehicles have a DOT Equipment Inspection. An incident may demobilize a resource if the equipment does not have this inspection to satisfy the requirements of a particular state.

For details regarding the agreement and ICCF, see the current Idaho Fire Service Organization Rate Book. If the FSO does not provide one to Finance, they are available on the IDL public website under Fire Management at www.idl.idaho.gov.

E. Idaho Department of Correction

Idaho Department of Correction (IDOC) resources may be used on any wildland fire incident. IDOC resources are made available through IDL. The resources include Type 2 crews, camp crews, and a food unit catering trailer.

Mobilization of IDOC resources is coordinated between the Liaison Officers, institutions, and dispatch centers as per the agreement.

Specific direction regarding the use of these resources can be found in the Annual Operating and Financial Plan between IDOC and IDL. It is available on the IDL public website under Fire Management at www.idl.idaho.gov.

All IDOC costs are paid through IDL.

2. **EMERGENCY MEDICAL SERVICES**

Emergency Medical Services (EMS) is available in the state of Idaho through the regular ordering process at interagency dispatch centers. The preferred method of hiring EMS personnel and equipment/vehicles in Idaho is: 1) Local EMS Jurisdiction; 2) Agency personnel licensed in Idaho; 3) Idaho Fire Service Organizations; 4) Idaho local government; and 5) Idaho private-owned with current contract with IDL.

ALL EMS providers working within the state of Idaho must meet minimum license standards, as determined by the Idaho Department of Health and Welfare, EMS Bureau.

When an IMT is assigned to an incident it is their responsibility to follow the procedures as described below. When an IMT is not assigned to an incident, it is the host agency's responsibility to ensure the following procedures are followed.

A. IMT or Host Agency Responsibilities

It is the IMT's responsibility to coordinate with the Idaho EMS Bureau in Boise to ensure all EMS providers working on wildfire incidents are licensed and working within their authority. They shall:

1. Contact the Idaho EMS Bureau at: Telephone 208-334-4000, Fax 208-334-4015 or Email EMSAgcyLicensure@dhw.idaho.gov to establish a direct communication for incident support. The EMS Bureau provides written approval to the IMT for EMS providers working on incidents.
2. Forms to be obtained and kept on file at the incident for Idaho EMS Bureau review:
 - a. Letter from the EMS provider's medical director, giving them authority to work on the wildfire incident.
 - b. Copy of EMS License for personnel
 - c. Copy of License and Cover Letter, for EMS agency.

- d. **Out-of-state EMS providers** must complete the “Limited Request for Recognition”. The form can be found and submitted online to the Idaho EMS Bureau at:
- http://healthandwelfare.idaho.gov/Portals/0/Medical/EMS/Limited_Request_For_Recognition.pdf
- e. **In-state Licensed EMS providers** who are not acting under an Idaho licensed EMS agency deployed at the incident must complete the “Planned Deployment Declaration Form”. The form can be found and submitted online to the Idaho EMS Bureau at:
- <http://healthandwelfare.idaho.gov/Portals/0/Medical/EMS/PlannedDeployment.pdf>
- f. Licensed EMS personnel working for a Licensed Idaho EMS agency deployed at the incident should complete an affiliation change for that agency. The form can be found and submitted online to the Idaho EMS Bureau at:
- http://healthandwelfare.idaho.gov/Portals/0/Medical/EMS/EMS_Agency_Personnel_Affiliation_Status_Form.pdf
- g. Patient Care Integration Agreement-- It is the responsibility of the EMS provider at the incident to ensure the Agreement is completed upon assignment to the incident. The IMT medical unit leader or the host agency has responsibility to follow up to ensure compliance.

The Idaho EMS Bureau typically responds to the IMT during business hours Monday through Friday. There may be delays in responses to IMTs on weekends and after business hours.

3. When mobilizing EMS providers outside their jurisdictions, whether from within Idaho or outside the State, as a courtesy to the local EMS jurisdiction, the IMT shall contact the local medical facility Emergency Room who can direct them to the Medical Director who has local jurisdiction authority to let them know the status of EMS providers on the incident. This can be done through the Idaho EMS Bureau if necessary.

B. EMS Personnel/Staff License Levels

EMT – Emergency Medical Technician

AEMT – Advanced Emergency Medical Technician

Paramedic

C. Local Government and Private-Owned

Local government and private-owned EMS providers are available to the federal and state agencies. If not under a current agreement, the provider may be hired as an incident only resource.

Rates for local government and private-owned EMS providers shall be in accordance with Chapter 20 of the IIBMH. FSO rates are established in the current Idaho Fire Service Organization Rate Book.

D. Fire Service Organizations

Method of hiring Fire Service Organization (FSO) resources is fully-operated rates that include vehicle/equipment and personnel, or un-operated rates. When hired under the un-operated rate, the FSO shall bill actual payroll and benefit costs to IDL.

FSO resources are made available through preseason agreements with IDL. Rates for FSO resources are established in the current Idaho Fire Service Organization Rate Book.

1. Check-In

At check-in at an incident, the FSO will provide Finance a copy of the Idaho Cooperator Certification Form (ICCF) which outlines payment terms.

The current Idaho Fire Service Organization Rate Book should be provided at check-in by the FSO. It is also available on the IDL public website under Fire Management at <http://www.idl.idaho.gov/>.

2. Demobilization

At demobilization, Finance will provide the FSO all original payment documents, including the **original** OF-297, Emergency Equipment Shift Ticket (pink) and the **original** OF-286, Emergency Equipment Use Invoice, for equipment. Single resource and personnel working on equipment hired at the un-operated rate shall be provided the **original** OF-288, Emergency Firefighter Time Report. When hired under the un-operated rate, the FSO shall bill actual payroll and benefit costs to IDL.

E. Payment

Payment to Fire Service Organizations, local government and private contracted EMS resources shall be made in accordance with their agreement or contract.

IF AN INCIDENT REQUESTS AN EMS RESOURCE TO WORK UN-ESCORTED NEAR THE FIRELINE, THE RESOURCE SHALL BE NWCG QUALIFIED IN A FIRELINE POSITION AND HAVE, IN THEIR POSSESSION, A CURRENT RED CARD (QUALIFICATION CARD).

3. **Compensation Injury/ACCIDENT and Illness (Ref. IIBMH, Chapter 10)**

A. Agency Provided Medical Care (APMC)

IDL, cooperator, and Timber Protective Association employees may utilize APMC while performing suppression duties. Under this program, host agencies pay for limited first aid costs for minor injury or illnesses that occur on an incident and require only one treatment.

The use of APMC is appropriate for first aid cases involving treatment received on the day of the injury or illness and do not require any additional follow-up. Use of APMC **will not** include authorization for therapy, stitches, x-rays, etc. On Incidents managed by an IMT, a Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of

Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.

1. IDL Employees while on an Incident under IDL jurisdiction

The Supervisor's Accident Report Form, HR-1303, should be filled out as soon as possible following an injury/illness. This is an Idaho State form and is the preferred form of documentation when injuries/illnesses occur to State employees while conducting official business. This form is in the IDL IBOG and can also be obtained from any IDL office.

B. Workers' Compensation Insurance (when APMC is not used)

1. IDL Employees

All employees of the Idaho Department of Lands, including full-time, part-time, temporary/seasonal, and Casual employees are covered by Workers' Compensation Insurance through the Idaho State Insurance Fund while in the course and scope of employment.

If an employee requires treatment not covered by APMC, a First Report of Injury should be completed. The Idaho State specific Form "First Report of Injury" may be printed from the Idaho State Insurance Fund website at http://www.iic.idaho.gov/forms/ic_1_froi.pdf. If the Idaho form is not available, the Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.

2. Timber Protective Associations

Timber Protective Association employees are covered by Workers' Compensation Insurance through the Idaho State Insurance Fund.

If an employee requires treatment not covered by APMC, a First Report of Injury should be completed. The Idaho State specific Form "First Report of Injury" may be printed from the Idaho State Insurance Fund website at http://www.iic.idaho.gov/forms/ic_1_froi.pdf. If the Idaho form is not available, the Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.

3. State Cooperators

State cooperators are required to carry Workers' Compensation Insurance on all employees and volunteers. If an injury or illness occurs, follow their agency- specific guidelines.

All work-related injuries and accidents must be reported to the home unit as quickly as possible. The home unit may assist with notification and documentation. Failure to report a work-related accident is a serious matter and may preclude an employee's coverage under Workers' Compensation insurance.

4. ACQUISITION

A. Emergency Equipment Rental Agreements

There is flexibility in procurement methods for equipment on IDL jurisdiction fires. Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures. Equipment that has not been competitively bid, but is available locally, can be procured through local OF-294, Emergency Equipment Rental Agreements (EERAs with General Clauses). The local dispatch office maintains a list of IDL preseason agreements/contracts that supplement the equipment available through federal contracts.

If equipment is available locally, but has not been signed up preseason, it may be signed up at the time of the incident. IMT procurement personnel, and designated IDL employees, are authorized to execute EERAs with General Clauses when necessary. Procedures will follow those outlined in the IIBMH and its geographic area supplements to Chapter 20.

In all cases, the preferred procurement method is that which reduces mobilization time and/or is most advantageous in meeting fire suppression objectives, as determined by the Line Officer.

On State fires, agreements initiated by IDL personnel (or by personnel representing IDL) do not have to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

If the IMT elects to retain equipment that meets their needs, and it is already on the fire, an order will be placed with Expanded Dispatch (with a notation that the equipment is already on the fire). The procurement personnel will execute an EERA with General Clauses, ensure inspections are complete, and that OF-297, Emergency Equipment Shift Tickets are up-to-date.

B. Local Procurement/Contracts

Upon arrival at an IDL incident, the Finance Section will be given a list of local vendors and resources that may be used in support of the incident. The following may be included in these lists:

1. Preseason agreements with restaurants. Use of the Restaurant and Lodging Authorization Forms is required. These forms are available from the IDL host agency.
2. Procurement contacts for the Idaho Department of Lands.
3. Preseason Emergency Equipment Rental Agreements.
4. Preseason Land Use Agreements, Fire Service Organization Agreements, and any other preseason local agreements.
5. IDL Incident Business Operating Guide.
6. Fire Service Organization Rate Book.

C. Buying Team Procedures

Procurement decisions should be based on sound judgment considering cost and the most expeditious source of supply to meet the needs of the suppression effort. IDL has flexibility in its procurement methods and is not bound by federal competitive solicitations. However, federal contracts should be used when most advantageous in meeting suppression objectives. Additional

information regarding buying team procedures can be found in the IDL Incident Business Operating Guide (IBOG).

5. CLAIMS

A. IDL Jurisdiction Incidents

1. IMT Assigned Incidents

Claims against the state of Idaho for incidents under IDL jurisdiction, while managed by an IMT, will be submitted to the Finance Section or their designee. The IMT will ensure documentation will be filed in accordance with Chapter 70 of the IIBMH. The IMT cannot resolve claims for the state of Idaho. All documentation must be submitted to the host agency. The host agency shall submit the claim documentation to the Fire Business Program Manager, Bureau of Fire Management, who will settle the claim or forward to Risk Management for final determination.

Claims against the state of Idaho for incidents under IDL jurisdiction where an IMT is **not** assigned will be submitted to the host agency. The host agency will ensure documentation will be filed in accordance with Chapter 70 of the IIBMH. The host agency (District) cannot resolve claims for the state of Idaho. The host agency (District) shall submit the claim documentation to the Fire Business Program Manager, Bureau of Fire Management, who will settle the claim or forward to Risk Management for final determination.

B. IDL Claims Against Another Jurisdiction

IDL personnel filing a claim against an incident or other jurisdiction on behalf of the State shall follow the guidelines for that jurisdiction and/or as outlined in Chapter 70 of the IIBMH while at the incident. The IMT will ensure IDL is provided a copy of all documentation related to a claim for submittal to the home unit before demobilization. If the claim is not resolved at the incident, the home unit will follow up with the host agency as quickly as possible to bring it to resolution. The IDL Fire Business Program Manager will assist the home unit if necessary.

All IDL claims against another jurisdiction will be reviewed with the Fire Business Program Manager, Bureau of Fire Management, before any billing is submitted to the agency having jurisdiction.

6. IDAHO NATIONAL GUARD

The State will maintain an agreement for the utilization of the Idaho National Guard resources. All orders for the Idaho National Guard resources for use on wildland fires shall go through Idaho Department of Lands, Bureau of Fire Management. For costs that are the responsibility of the Federal Agencies, the Federal Agencies shall upon receipt of the State's billing, reimburse the State for the costs of assistance.

7. FIRE MANAGEMENT ASSISTANCE GRANT PROGRAM

In the event a wildland fire threatens a community, the local government and Governor may make a disaster declaration. When a declaration is in place, the local government and/or State may request financial assistance through the Idaho Bureau of Homeland Security (BMS).

1 A. Responsibility/Role

2
3 1. Idaho Bureau of Homeland Security (BHS)

4
5 The Idaho Bureau of Homeland Security (BHS) is the lead State agency for coordinating state
6 emergency disaster declaration responses for non-Stafford Act responses within the State of
7 Idaho.

8
9 2. Idaho Department of Lands

10
11 Idaho Department of Lands (IDL) may assist BHS once a declaration is made. IDL may work as a
12 liaison to local government, assisting with cost share agreements, cost tracking procedures,
13 liaison between the IMT, and Federal agencies managing the incident.

14
15 3. Incident Management Team

16
17 Incident management personnel shall ensure cost accounting procedures meet the needs of the
18 agencies and communities for the FMAG application process.

Exhibit NR12**NORTH DAKOTA**

North Dakota Forest Service (NDFS)

GENERAL INFORMATION

This information is intended to provide a general outline of State of North Dakota, NDFS, and Local Government Fire Forces' operating procedures. For further information, contact the North Dakota Forest Service at 701-328-9944.

BILLING:

NDFS will use applicable LGFF Equipment rates, state rates, and actual personnel costs for purposes of billing other agencies and other entities for fire suppression services.

EFFs AND OTHER STATE EMPLOYEES

NDFS does NOT use the same Administratively Determined (AD) Rates as federal agencies when hiring casual firefighters. NDFS hires casuals as state employees instead. A NDFS Emergency Firefighter (EFF) is an individual hired of necessity to cope with a sudden and unexpected emergency, actual or potential. EFF employment is of uncertain or temporary duration and shall terminate as soon as the emergency has sufficiently abated. EFF rates of pay are determined by the nature of the EFF work assigned.

Entitlements

Seasonal Firefighters and EFF employees do not earn sick or annual leave and are not required to participate in the state retirement plan.

NDFS employees, including EFFs, are covered under the provisions of the state of North Dakota Workforce Safety Insurance Program.

NDFS employees, including EFFs, do NOT receive hazard pay, nor any other form of differential except overtime. NDFS employees and EFFs receive the base rate for the first forty hours of work per week starting on Sunday at 0001 and ending on Saturday at 2400, and 1½ times the base rate for all approved time worked beyond forty hours per work week. Overtime does not need to be computed at the incident, but will be figured when Emergency Firefighter Time Reports are processed by Payroll.

NDFS employees, including EFFs, may occasionally be in situations where meals or lodging must be paid out-of-pocket when in travel status or when meals at fire camp are not available. Reimbursement for such expenses will be in accordance with the Travel & Reimbursement Policies and State Per Diem rates, regardless of the location of the incident unless within the State of North Dakota where North Dakota Per Diem rates will take precedence.

Meal Periods

North Dakota Forest Service employees and Emergency Firefighters will be paid for meal breaks during uncontrolled fire assignments, unless they can be completely relieved of duty. If the employee must work during the meal break once the fire is controlled, this must be documented on the employee's crew time

report. Non-operational assignments will not be compensated for meal breaks unless documented and signed by the supervisor and should only be used under extraordinary circumstances.

Equipment will remain in paid status during meal periods, where people are required to show a meal break when they are relieved of duty.

Work/Rest, Length of Assignment, and Days Off

The North Dakota Forest Service subscribes to the guidelines for rest and recuperation as outlined in Section 12.7 of the IIBMH and to all work/rest and length of assignment standards applicable to the NWCG and NRG. Where the Incident Commander has deemed necessary to provide rest and recuperation, permanent full time and seasonal state employees may be granted these privileges when in compliance with NDSU payroll guidelines.

Engine Staffing

The North Dakota Forest Service normal operating procedures requires engine mobilization with three personnel due to safety concerns (one engine boss and two firefighters). The North Dakota Forest Service will mobilize engines with a crew of three regardless of what is stated on the resource order; the decision to mobilize with a staffing level other than three personnel is at our discretion.

Payroll

NDFS payroll dates end on the 15th and the last day of the month. Copies of payment documents for permanent and seasonal employees should be transmitted to home units in order to meet payroll deadline dates.

EFF employees are normally paid upon completion of the fire assignment by automatic clearing house (ACH) per their hiring forms. Payment is made directly from the completed Emergency Firefighter Time Report and NDFS time slip. At the time of demobilization from an incident, the completed original OF-288 and signed Emergency Personnel/Equipment Shift Tickets (EPEST) MUST be transferred to the NDFS Bismarck Field Office for processing, preferably by hand with the demobing resource. On long duration incidents consideration should be given to transmission of EFF payroll documents on the 16th and the 1st of the month; however, this must be prearranged with the NDFS Bismarck Field Office.

Payment Document Requirements

Equipment (Pink copies for the payment office, blue copies for the file)

- 1) Emergency Equipment Use Invoice (OF-286)
 - a) Fuel/Oil tickets (OF-304)
 - b) EPEST
- 2) Emergency Equipment Rental Agreement (OF-294), if applicable
- 3) Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable
- 4) Inspection Form (pre/post) if available (OF-296)
- 5) Resource Order
- 6) Invoice, if required for the hiring option

Emergency Firefighter (White copies for the payment office)

- 1) Emergency Firefighter Time Report (OF-288)
- 2) EPEST
- 3) Resource Order
- 4) Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable
- 5) Invoice, if required for the hiring option

Emergency Firefighter Time Reports, EPEST and supporting documentation will be filled out, a copy retained at the incident, and the signed original packet returned with the designated representative when demobed. This designated representative would normally be the Engine Boss, Strike Team Leader or Crew Boss. Any questions should be directed to the local NDFS Office. Packets should be submitted to NDFS within one month of the demobilization date.

Compensation for Injury/Illness

If one of our employees is injured while on assignment, the North Dakota State University Safety Office must be notified of the injury within 24 hours by contacting either Jolean Pederson or Jennifer Baker at (701) 231-6740 for forms and procedures. The injured North Dakota State employee, or a person acting on behalf of the injured employee, is responsible for reporting the injury to the immediate supervisor. The immediate supervisor is responsible for the preparation of the NDSU Risk Management Employee Incident Report form. The Incident Report form **must** be transmitted to the North Dakota State University **within 24 hours** of notification or knowledge of a work related injury. This form is available from NDFS offices or on the Internet at:

http://www.ndsu.edu/ndsu/police_safety/safety/Forms/INCIDENTForm.pdf.

The Finance Section is responsible for transmitting the NDSU Risk Management Employee Incident Report to (701) 231-6739. All employees are covered by the North Dakota Risk Management Program.

Hiring Method

The hiring method for EERAs executed by NDFS is “Fully Operated” and is in accordance with the procedures established in the IIBMH and the NRCG supplements to Chapter 20 of the IIBMH.

Private fire suppression resources that did not participate in the competitive solicitation process may be hired “Fully Operated” if competitively solicited resources are not available and they meet all equipment inspection standards and requirements. There may be extraordinary circumstances when it is in the interests of the State to sign up equipment as “un-operated.” These circumstances should be the exception, not the rule, and must be pre-approved by the NDFS. In both circumstances, the EERA must show that the agreement is applicable only for the duration of the incident.

Private contractors hired on a fully operated basis are responsible for providing their own operating supplies (fuel, oil, foam, etc.). Repairs and normal maintenance are the contractor’s responsibility.

During-Incident Sign-up

In the event equipment does not have a pre-existing agreement, procedures in the IIBMH and the geographic area supplements to Chapter 20 & 50 of the IIBMH must be followed. On state fires, agreements initiated by

NDFS personnel do not have to be co-signed by Contracting Officers or Procurement Unit Leaders working for a federal agency.

EERAs for equipment covered under the competitively solicited process where the contractor did not participate must show that the agreement is applicable only for the duration of the single incident and will not be eligible for interagency dispatch.

LOCAL GOVERNMENT FORCES - Equipment Rental

General Information

The guidelines in this document apply when Local Government Fire Forces are hired by NRCG agencies. Detailed equipment and personnel standards, mobilization and dispatch procedures are included in the NRCG Mobilization of Local Government Firefighting Resources guide. The document may be found at the following website: http://www.fs.fed.us/r1/fire/nrcg/ops_plans_index.htm

In accordance with the Interagency Cooperative Agreement signed by the U.S. Forest Service, Bureau of Land Management, Park Service, Bureau of Indian Affairs, Fish and Wildlife Service, and the State of North Dakota, NDFS is designated as the hiring and payment agency for personnel and equipment obtained from Local Government Fire Forces (LGFF) when dispatched in circumstances other than local initial attack under mutual assistance agreements. LGFF equipment costs and personnel payroll will be paid by NDFS who will, in turn, seek payment as outlined in the Cooperative Fire Agreement (six party agreement). Said resources shall be considered an agent of the State.

Procurement of fire apparatus, equipment and personnel from LGFF will follow the procedures established by the NDFS. Current rates are listed below. Renegotiation of rates and responsibilities shall not happen at incidents. If there are compelling reasons for renegotiation, the NDFS must be involved in the negotiations. Normally, LGFF apparatus, equipment and personnel will be signed up prior to the incident by the NDFS. If it is necessary to sign up equipment at the incident, contact the NDFS.

Mutual Aid- Mutual Aid resources may be converted to paid status after the initial response if the NDFS deems it in the best interest of the State to do so. Mutual aid responses will be paid according to the requesting jurisdictions' Annual Operating Plan (AOP). In absence of an AOP a standard of 8 hours mutual aid is in effect. When the requesting agency releases the mutual aid resources, the mutual aid resources may request to remain on the fire. It is the responsibility of the resource to contact the IC and request to remain on the fire. If the resource remains on the fire beyond the mutual aid period without going through the IC approval and sign up process, the resource will not be paid. The following conditions and criteria must be met and to be placed in pay status:

- IC Approval
- Equipment and Personnel must meet Agency Standards put forth in this Chapter of the IIBMH
- Be Inspected or have signed a No Damages/ No Claims upon demobilization
- Have a Resource Order

If these criteria are met, the resource may be paid back to the first hour of mutual aid request. It is the responsibility of the LGFF to ensure that these criteria are met. If any of the criteria are not met any time will be considered donated mutual aid time.

Local Government Fire Force (LGFF) Equipment

Minimum Specifications required by NWCG for equipment requirements for engines, water tenders, and water trucks and contains the applicable equipment certification forms is listed in the following section. The equipment's compliance with transportation safety rules, laws and other codes are the responsibility of the LGFF.

LGFF equipment will remain in paid status during meal periods.

SEVERITY

Severity rates for LGFF equipment will be paid at 50% of the established hourly rate when in non-fire status. Shifts exceeding 10 hours in non-fire status will be paid at 100% or the full hourly rate if the resource is mobilized to an incident, the payment will revert to the full hourly suppression rate for the entire shift.

LGFF equipment will remain in paid status during meal periods when personnel are off time.

While in Transport

When LGFF equipment is in transport status (via heavy transport, not being driven), equipment will be paid at the severity rate of 50% and does not revert to the 100% or full hourly rate for transports that are over 10 hours in a day.

Operating Supplies

LGFF equipment will be reimbursed for fuel used to and from an incident and while assigned to a fire. Costs will be reimbursed with proper documentation (e.g. detailed receipt). Repairs and normal maintenance will be the LGFF's responsibility.

Engine Rates – ND Local Government Fire Force Equipment

Class		Un-operated Hourly Rate	Fully Operated Hourly Rate	Number of personnel*
E1	Structural Engine I	\$104	\$188	4
E2	Structural Engine II	\$99	\$162	3
WE3	Wildland Engine III	\$86	\$149	3
WE4	Wildland Engine IV	\$72	\$114	2
WE5	Wildland Engine V	\$60	\$102	2
WE6	Wildland Engine VI	\$56	\$98	2
WE7	Wildland Engine VII	\$35	\$77	2

CLASSIFICATION FOR ENGINES

MINIMUM STANDARDS - The following guide is to aid in the classification of engines. When typing equipment all of the standards must be met to qualify the equipment. Failure to meet any standard places the equipment in a lower type or disqualifies the equipment in its entirety.

COMPONENTS	MINIMUM STANDARDS FOR TYPE						
	1*	2*	3	4	5	6	7
Pump Capacity ** gpm @ psi	1000+ @ 150	500 @ 150	150 @ 250	50 @ 100	50 @ 100	50 @ 100	10 @ 100
Tank Capacity (Gallons) Minimum Maximum	400 None	400 None	500 None	750 None	400 750	150 400	50 200
Hose, 2½ inches (feet)	1,200	1,000					
Hose, 1½ inch (feet)	400	500	500	300	300	300	
Hose, 1 inch (feet)	-0-	-0-	500	300	300	300	200
Ladder (feet)	***48'	***48'					
Master Stream (GPM)	500						
Personnel (minimum number)	4	3	3	2	2	2	2
<p>*Type 1 and 2 Structural Engines must also meet minimum specifications of NFPA For the year in the in which they were manufactured.</p> <p>**All pumps shall have pressure gauges that meet the minimum pump pressure rating.</p> <p>***This includes 24' extension ladder, 14' roof ladder and 10' attic ladder for a total of 48'.</p> <p>****Engines specifically designed for on-road and structure work may not be signed up as a wildland engine</p>							

Foam Units: No compensation will be given for foam units; however, foam used during the incident may be replaced or compensated as part of operating supplies.

NRCG MINIMUM REQUIRED COMPLEMENTS FOR ENGINES

- 2 nozzles, combination fog/straight stream, 1 inch NPSH female
- 2 nozzles, combination fog/straight stream, 1½ inch NH female
- 20 feet, suction hose with strainer or screened foot valve
- 2 shovels, size 0
- 2 pulaskis
- 1 spanner wrench, combination 1 inch to 1½ inches
- 2 gated wyes, 1½ inches National Hose (NH) threads
- 4 reducers, 1½ inches NH female to 1 inch National Pipe Straight Hose (NPSH) male
- 2 adapters 1½ inches NH female to 1½ inches NPSH male
- 2 adapters 1½ inches NPSH female to 1½ inches NH male
- 2 increasers 1 inch NPSH female to 1½ inches NH male

- 2 adapters ¼ turn to 1 inch NPSH (1 female/1 male)
- 1 double male 1 inch NPSH threads
- 1 double female 1 inch NPSH threads
- 1 double male 1½ inches NH threads
- 1 double female 1½ inches NH threads
- 1 fire hose clamp
- 1 5-gallon container for drinking water
- 1 first aid kit (five person)
- 1 set of three (3) reflectors
- 1 fire extinguisher (5BC or better)
- 1 set of wheel chocks
- 5 gallons (minimum), fuel to operate pump and engine for 12 hours
- 1 pump for water fill or have drafting capabilities
- 2 adapters ¼ turn to 1½ inch NH (1 female/1 male)
- 300 feet of ¾-inch synthetic garden hose – 50 foot sections
- 1 reducer 1 inch NPSH to ¾ inch GH
- 2 Adjustable nozzles ¾ inch
- 1 Mop up wand ¾ inch receptor for hose
- 1 Gated wye ¾ inch
- 5 Inline ball valves ¾ inch

Water Tender Rates – ND Local Government Fire Force (LGFF) Equipment

Class	Un-operated Hourly rate	Fully Operated Hourly rate	Number of Operators**
WT1	\$100	\$121	1**
WT2	\$85.50	\$106.50	1**
WT3	\$63	\$84	1**

**Additional Personnel may be justified and approved by the NDFS.

Water Truck Rates – ND Local Government Fire Force (LGFF) Equipment

Class	Water Truck Capacity (Gallons)	Un-operated Hourly Rate	Fully Operated Hourly Rate	Number of Operators*
WTR1	5000+	\$54	\$75	1
WTR2	2500-4999	\$41	\$62	1
WTR3	1000-2499	\$23.50	\$44.50	1

*Minimum number of operators per single shift.

WATER TENDER AND WATER TRUCK CLASSIFICATION

COMPONENTS	MINIMUM STANDARDS TYPE		
	1	2	3
Pump Capacity (GPM)	300	200	200
Tank Capacity (Gallons)	4,000 +	2500	1,000
Off Load Capacity (GPM)	300	200	200
Maximum Refill Time (minutes)	30	20	15
Personnel (minimum number)	1	1	1
Drafting Capability	Yes	Yes	Yes

Most Water Tenders meet and exceed the requirements for a Water Truck. Replacement of a Water Truck operator with a fully qualified Water Tender operator does not solely constitute justification for payment of the Water Tender rate.

**NRCG MINIMUM REQUIRED COMPLEMENTS FOR
WATER TENDERS**

- 1½ inch nozzle, NH-combination; fog/straight stream (Plastic is acceptable)
- 1½ inch NH female to 1 inch NPSH male reducer
- 20 feet suction hose (minimum) with strainer or screened foot valve
- Shovel, size 0
- Pulaski
- Spanner wrench, combination, 1½-2½
- Adjustable hydrant wrench
- 2 adapters, 1½ inches NPSH female to 1½ inches NH male
- 2 adapters, ¼ turn to 1½ inches NH (1 female and 1 male each)
- 2 adapters, 1½ inches NH female to 1½ inches NPSH male
- 2 reducers, 2½ inches NH female to 1½ inches NH male
- 1 double male, 1½ inches NH
- 1 double female, 1½ inches NH
- 1 gated wye, 1½ inches NH
- 1 Forestry hose clamp - 2½ inches
- 1 first aid kit (five person)
- Reflectors (1 set of 3)
- Fire extinguisher (5 BC or better)
- Wheel chocks (meets industry, standards for wheel chocks)
- Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 2 each, portable hand lights
- 100 feet of 1½ inches, cotton/synthetic hose, NH thread
- 50 feet of 2½ inches cotton/synthetic hose, NH thread

- Discharge outlets: 2 each 1½ inches NH thread
- Discharge outlet, 1 each 2½ inches NH thread
- Tire Tread Depth equal to DOT Standards

DOZERS – ND Local Government Fire Force (LGFF) Equipment

Class	Flywheel Horsepower	Un-operated Hourly Rate	Fully Operated Hourly Rate
1	200-369	\$140	\$179
2	100-199	\$75	\$114
3	60-99	\$46	\$83

GRADERS – ND Local Government Fire Force (LGFF) Equipment

Class	Flywheel Horsepower	Un-operated Hourly Rate	Fully Operated Hourly Rate
G1	201+	\$72	\$110
G2	126-200	\$58	\$96
G3	<125	\$41	\$78
Chains not required on machine, but available at next operational period.			

NORTH DAKOTA NATIONAL GUARD

All time is kept by the National Guard designated member and will be forwarded to Department of Military Affairs (DMA) according to their rules and regulations. Mark any timekeeping documents clearly as National Guard and include military rank of individual. The DMA will bill NDFS for all federally supported fires. The NDFS then will bill the federal agencies for the support of their fires.

In administrative dealings with National Guard personnel the chain of command should be respected. Disputes or discussions with individual National Guard personnel should include the individual's superior ranking supervisor.

Responsibility for payment:

If the resources are ordered through DES the ordering entity is responsible for payment as in the case of a local government or sheriff's office ordering the National Guard for evacuations. If the resource is ordered through the fire to assist in Fire Suppression or other duties associated with the fire, the host agency is responsible for payment.

STATE-OWNED EQUIPMENT

The NDFS shall be reimbursed for use of state equipment in support of other agency incidents unless the master agreement with the cooperating agency states otherwise. The use of the equipment is billed at the negotiated rates, except Federal Excess Personal Property (FEPP) should show a use rate of 67 percent of the standard rate on use invoices.

The EPEST, and Emergency Equipment Use Invoice - OF 286, provide the required documentation on the use of NDFS equipment. Copies should be forwarded to the responsible Land Office or sent home with the operator.

Other agency state owned equipment (such as the ND Department of Transportation) shall be reimbursed at their predetermined rate.

Sedans, Passenger Vans, Utility Vehicles, Pickups, and Stake side Trucks

Use the appropriate daily and mileage rate for the class and size of vehicle from the North Dakota Department of Transportation and supplemental necessary equipment provided by the NDFS. This rate information can be found at <http://www.dot.nd.gov/divisions/fleet/docs/rentlrate.pdf>. An additional \$0.20/mile will be added for all vehicles equipped with the fire response package.

Trailers and Transports

This category includes all the State-owned trailer units as specified. Refurbishment costs for tools and equipment from fire caches shall be paid by using agency under separate billing.

Equipment	Un-operated Daily Rate
<u>Command trailer, tandem axle – modified for office use</u>	\$100
<u>12'-14' covered utility trailer</u>	\$50
<u>6-8' covered utility trailer</u>	\$30

Engines and Water Tenders

Agency Engines and Tenders will be billed out at the appropriate North Dakota Department of Transportation rate plus the additional rate for supplemental equipment provided by the NDFS. The current rate for the NDFS Type 5/6 engines is \$100.00 per hour, Type 4 engines and Type 3 water tender is \$185.00 per hour. This rate can vary as mandated by the ND Department of Transportation.

Portable Pumps

Class	Un-operated Daily Rate (\$)	Remarks
1	64.00	Small low-volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III and Gorman Rupp, or similar type pumps.
2	37.00	Small low-pressure/high-volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.

All-terrain Vehicles

Type	Un-operated Daily Rate
<u>ATV(1 Rider) No Three Wheelers</u>	\$100
<u>UTV Side by Side Seating for 2 or 3 riders (e.g., Polaris Ranger, Kawasaki Mule) or similar.</u>	\$150

- **All riders must wear an approved helmet while operating an ATV or UTV.**

Specialized and Miscellaneous Equipment

- A. Chainsaws – Un-operated daily rate \$45.00/day.
Minimum saw size- 3.75+cubic inch saw. Each sawyer will only be compensated for one chainsaw.
No compensation for backup saws.
- B. Portable Radios – Bendix/King portable, multi-channel radio, with batteries. Rate is actual cost of refurbishment (or daily rate of \$15/ea if not sent in for refurbishment at NDFS determination), repairs, and batteries.
- C. Radio Cache – Bendix/King portable, multi-channel radios, with batteries, daily rate \$15/ea. plus refurbishment fee \$250, plus actual cost of batteries and repairs. (Estimated replacement cost for portable radios if lost or destroyed is \$1,382/each.)
- D. Other Cache equipment will be compensated at regular cache refurbishment

Exhibit NR13**SOUTH DAKOTA
SD WILDLAND FIRE DIVISION (SDWF)**

SD Wildland Fire (SDWF) has agency resources and cooperators available for all-risk incidents under the authority and provisions in the Cooperative Fire Management Agreement (CFMA). Information provided is from Statewide Annual Wildfire Action Plan for the Division of Wildland Fire. The Action Plan covers information helpful to Incident Management Teams (IMTs) managing fires in South Dakota and instances where South Dakota resources are ordered for out of state assignments. Information contained herein is organized by Interagency Incident Business Handbook (IIBMH) chapters and other reference documents are cited. For further information, contact Brenda Even, Fire Business Manager in Rapid City, SD at 605-393-8115, FAX: 605-393-8044.

SDWF uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook (IIBMH) and in the finance kits. With the exception of the Crew Time Report (SF261) and Equipment Shift Tickets (OF-297), we have developed a Crew Time Report (AF-DOF-217/05) to contain personnel and equipment in one form. As seen in Exhibit 04A.

State and Cooperator Personnel**1. Emergency Fire Fighters and Casuals:**

- a. **Casuals** - SDWF does hire casual and emergency fire fighters under the AD payment plan as call-when-needed (CWN) seasonal employees.
- b. **Permanent & Seasonal Employees** are hired under SD Bureau of Human Resources & Department of Agriculture specific pay plans and the actual rate of pay, plus benefits is charged to the incident.
- c. **Cooperator / Fire Department Personnel** who fill positions (overhead or engine) on incidents are paid under the AD Pay Plan, based on qualifications, per their agreement with the state.
 1. Compensation for Fully and Non-fully Qualified Firefighter. The following applies for compensation of services performed under this agreement.
 - a. A fully qualified firefighter who has met the PMS 310-1 required training and physical fitness for the position filled on the fire would be compensated at the AD rate for that position.
 - b. A firefighter who has met the PMS 310-1 required training but does not meet the physical fitness required for the position will be compensated at the AD-A rate.
 - c. A firefighter who has not met the PMS 310-1 training requirement will receive no compensation at any time on the incident, to include initial attack.

2. Engine Boss, Engine Boss Trainee and Crew (Wildland Engines).

Personnel must meet the qualifications of the individual positions as outlined in the Wildland Fire Qualifications Subsystem Guide (PMS 310-1). Crew configurations and staffing levels for compensation under this section will be as follows:

- a. Staffing levels for a Type 6 Engine crew under this agreement will be one fully qualified ENGB and any combination of fully qualified FFT1 or FFT2 personnel, with the total engine crew not to exceed three personnel. A fully qualified ENGB (T) and/or FFT1 (T) may be substituted for one of the FFT1 or FFT2 personnel on the engine crew. Any

- 1 personnel not meeting the NWCG fully qualified or trainee positions on the engine crew
2 will be compensated at the AD-A rate for the initial attack period, as long as they have
3 had S-130 and S-190 or the equivalent.
- 4 b. Staffing levels for a Type 3 or Type 4 Engine crew under this Agreement will be one fully
5 qualified ENGB and any combination of fully qualified FFT1 or FFT2 personnel, with the
6 total engine crew not to exceed five personnel. A fully qualified ENGB (T) or FFT1 (T)
7 may be substituted for one of the FFT2 personnel on the engine crew. Any personnel not
8 meeting the NWCG fully qualified or trainee positions on the engine crew will be
9 compensated at the AD-A rate for the initial attack period, as long as they have had S-130
10 and S-190 or the equivalent.
- 11 c. All engine crews mobilized for national or regional dispatch orders will be staffed with at
12 least three personnel that meet PMS 310-1 standards.
- 13
- 14 2. Length of Assignment: SDWF employees are authorized administrative days off, after the incident,
15 based on length of assignment which will be charged to the incident, with a letter of authorization.
16 The days should be documented on a CTR and signed by the Finance Section at the incident. This can
17 take the place of a letter if one is not available.
- 18
- 19 3. Pay Plans: State employees' costs are reimbursed based on their wage and benefits. The e-ISuite
20 default rate tables reflect these rates as a median cost and include premium pay, subsistence and
21 ground travel costs. Cooperators are reimbursed based on their cooperative agreements with SDWF
22 and should provide a copy of their agreement to the Finance Section.
- 23
- 24 4. Personnel Time Keeping: All personnel time will be documented on the SDWF Crew Time Report
25 (AG-DCF-217/05) and Emergency Firefighter Time Report (OF-288). Original documents, including
26 the white copy of the CTR, are given to State employees and cooperators at time of demobilization.
- 27
- 28 5. Hazard Pay: SDWF employees and cooperators are not entitled to hazard pay as per State policy.
- 29
- 30 6. Commissary: State Employees are authorized payroll deductions for commissary purchases. Cash
31 and personal credit card may be used and is the preferred method of payment. Cooperators are
32 authorized payroll deductions for commissary purchases. Payment is made via deduction from the
33 cooperators invoice.
- 34

35 **Compensation Injury and Illness**

- 36
- 37 1. Agency Provided Medical Care (APMC): The State is not authorized to provide APMC on State
38 jurisdictional fires. State employees and cooperators may receive APMC on other jurisdictional fires
39 under guidelines in the IIBMH and will also file appropriate State Workers' Compensation insurance
40 forms.
- 41
- 42 2. Workers' Compensations: State employees are covered for work related injuries or illness under the
43 SD Workers' Compensation Program (WCP). If a state employee is injured or contracts a disease as
44 a result of and/or in the course of your employment, it must be reported as soon as possible to their
45 supervisor. Within three business days of the occurrence, the individual or his/her supervisor must
46 report in writing the circumstance of the injury or disease to the person responsible for filing the
47 Employer's First Report of Injury. Then, within seven days, not counting Sundays and legal holidays,
48 after the employer has knowledge of the occurrence of an injury, the Employer's First Report of
49 Injury must be filed with the Workers' Compensation Program at the Bureau of Human Resources.

Failure by the employee to file the claim on time may result in denial of the claim. The individual should keep in contact with their personnel representative to ensure a claim is properly filed. Federal CA forms can be used, as documentation for State employees and cooperators, to take back to their home unit.

3. Cooperator Coverage: State Cooperators are covered under the SD State Workers' Compensation Program when responding to incidents within South Dakota and on incidents threatening SD. They are required to carry workers' compensation insurance on all employees and volunteers, for coverage on out of state assignments. A contact person or appropriate forms should be provided to the incident, if a need arises.

Travel

1. Per Diem: Employees and cooperators are self-supporting. The State follows the IIBMH definition for incident provided meals and lodging. When not provided by the incident, reimbursement for food and lodging is based on State travel policy or as specified in cooperator agreements. SD State Engine Crews, Bear Mountain and Black Hat Hand crews can be self-supporting.
2. State Car Rental: State Vehicle Rental Agreements provide for damage and liability coverage when the terms and conditions of the agreement are followed, (e.g., operating the vehicle on paved, graded state or professionally maintained roads.) If the incident assignment requires operation of the vehicle outside these parameters, and the rental vehicle is operated by a South Dakota State Employee the damage will be covered by the State's Risk Management Division. Cooperators will not be covered for damages under South Dakota's Office of Risk Management, please contact the SD Fire Business Staff for assistance.

Acquisition

1. Procurement Authority: The State receives its procurement authority from state laws, and is, therefore, not subject to Federal procurement laws.
2. Local Procurement/Contracts: SDWF has established some pre-season equipment or service contracts. These can be found in the local service and supply plan.
 - a. SD State Purchasing Division has competitively bid statewide product and service contracts. These are commonly ordered products and services used for all State agencies. SDWF would be the purchaser if these State Purchasing Contracts are used to guarantee pricing and proper documentation.
 - b. Agreements initiated by SDWF do not have to be countersigned by federal Contracting Officers or Procurement Leaders when the State is the payment agency.
 - c. Agreements initiated by federal agencies do not have to be countersigned by State Contracting Officers or Procurement Leaders when the State is the payment agency.
3. Procurement on Multi-jurisdictional Fires: The State can procure or establish agreements for equipment either pre-season or at the incident without federal counter signature provided that the

State is the payment office for agreements executed by SDWF. The following is the SDWF payment address:

SD Wildland Fire
Fire Business Staff
3305 West South Street
Rapid City, South Dakota 57702

4. Land and Facility Use Agreement Form: SDWF will use a Land Use Agreement form that complies with State Purchasing policy and State law. SDWF has agreed to facilitate and execute Land and Facility Use Agreements for multi-jurisdictional fires in SD if a Federal contracting officer is not available. These agreements may be countersigned by a federal contracting officer with the appropriate FAR clauses attached.
5. Federal Competitive Bids: Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures on State hosted fires.
6. State Owned Vehicles and Equipment: Vehicle rates include operating supplies (wet) and general maintenance. Normal maintenance and repairs are covered by State Fleet & Travel Management Service contracts, for all State owned vehicles (excluding added equipment). The State is self-insured through SD Office of Risk Management.
 - a. Invoices are required, and should not be processed for payment by the incident, for equipment with hourly and daily rates. **Equipment use will be documented in block 8 of the SDWF Crew Time Report (AG-DOF-217/05).**
 - b. State vehicles working under a mileage rate for agency overhead and crew transport will document use on State Fleet & Travel Management forms.
7. Cooperator Equipment: SDWF is the single hiring point for Local Government Fire Service Organizations. Cooperators are signed up through the SD Wildland Fire Agreement and follow operating guidelines as specified within the agreement.
 - a. Cooperators are required to carry a copy of their fire suppression agreement. Rates are considered “wet” and the personnel are paid the AD rate for the position they are filling and qualified for.
 - b. Equipment time for Cooperators will be recorded using the **SDWF Crew Time Report (AG-DCF100/95) form, no shift ticket is needed**. Original documents (OF-286 and **white copy of CTR**) are given to the cooperator at time of demobilization.
 - c. Cooperators submit an invoice to SDWF with the original incident documents. Incident billings will be submitted by SDWF to the appropriate payment agency.
8. County Owned Equipment: County equipment and services may have established County use rates. Contact the County Fire Coordinator or County Emergency Manager for rate schedules when using County equipment. SDWF Crew Time Report (AG-DCF100/95) is required to document use. The original OF-297 will be given to the operator at the time of demobilization. The County will bill SDWF for reimbursement through County Agreements with SDWF. If there isn’t a signed Joint Powers Agreement the equipment can be signed up on an incident only EERA. Incident billings will be submitted by SDWF to the appropriate payment agency.

Equipment Rates & Specifications**ENGINE TYPES:**

Minimum Standards by Type

Requirements	Engine Type							
	Structure		Wildland					
	1	2	3	4	5	6	7	9*
Tank minimum capacity (gal)	400+	400+	500	750	400	150	50	50
Pump minimum flow (gpm)	1000	500	150	50	50	30	10	6
@ rated pressure (psi)	150	150	250	100	100	100	100	100
Hose 2½"	1200	1000	-	-	-	-	-	-
1½"	400	500	500	300	300	300	-	100
1"	200	200	500	300	300	300	200	½"
Ladders per NFPA1901****	Yes	Yes	-	-	-	-	-	-
Master stream 500 gpm min.	Yes	-	-	-	-	-	-	-
Pump and roll	-	-	Yes	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs)	-	-	-	-	26,000	19,500	14,000	
Personnel (min)	3**	3	2****	2****	2***	2***	2***	2

*- State standard not NWCG requirement

**- In-State standard is 3 or 4 personnel (Out-of-State requires 4 personnel)

***-In-state standard is 2 or 3 personnel (Out-of-State requires 2 or 3 personnel, as requested by the ordering agency).

****- In-State standard is 20 feet of ladder (Out-of-State requires 48 feet)

Common additional needs. Requested as needed.

-All wheel drive

-Pump & Roll

-High pressure pump (minimum 40 gpm @ 250 psi)

-Class A Foam Proportioner

-Compressed air foam system (CAFS) with minimum 40 cfm compressor

-Additional personnel

WATER TENDER TYPES:

Minimum Standards by Type

Requirements	Water Tender Type						
	Support			Tactical		State Standard	
	S1	S2	S3	T1	T2	4*	5*
Tank capacity (gal)	4000	2500	1000	2000	1000	400+	400+
Pump minimum flow(gpm)	300	200	200	250	250	80+	---
@ rated pressure (psi)	50	50	50	150	150	---	---
Max. refill time (minutes)	30	20	15	---	---	---	---
Pump and roll	---	---	---	Yes	Yes		
Personnel (min)	1	1	1	2	2		

* - State standard not NWCG requirements

- All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings when fully loaded.
- Type 3 engines and tactical water tenders shall be equipped with a foam proportioner system.
- All water tenders and engine types 3 through 6 shall be able to prime and pump water from a 10 foot lift.
- Personnel shall meet the qualification requirements of NWCG Wildland Fire Qualification System Guide, PMS 310-1.
- Water tenders must carry appropriate hose, clamps, adapters, and tools to be able to fill engines and or portable tanks.
- Tenders must also carry a minimum of one shovel and one pulaski.
- Tenders participating in out of state dispatches must meet minimum federal guidelines for equipment and accessories.
- General specification for Engines and Tenders:
 - Larger diameter hose may be substituted for smaller hose to achieve total needed length.
 - Hose size is hose coupler size.
 - Engines must carry fittings to connect all hose on the apparatus.
- Ordered Structural Fire Engines - Any engine specifically ordered for the purpose of providing structural fire protection should have the basic gear and safety equipment required by structural firefighting standards. Each engine must have, at a minimum, the following items for personnel:
 - NFPA approved protective clothing for structural firefighting.
 - NFPA approved protective hoods.
 - NFPA approved gloves for structural firefighting.
 - NFPA approved helmets for structural firefighting.
 - NFPA approved SCBA's; for structural firefighting.
 - NFPA approved footwear for structural firefighting.
 - 400 ft of 1 ½" single jacket wildland hose.
 - 200 ft of 1" single jacket wildland hose.
 - One hand tool for each crew member, ex. 2 – Shovels: 1 – McLeod, 1 – Pulaski
 - The following appliances:
 - 2 – 1 ½" to 1" Forestry "T's"
 - 2 – Reducers
 - NST – 1 ½" to 1".
 - 2 – 1 ½" - 40 GPM nozzles.
 - 2 – 1" – 20 GPM nozzles.
 - 2 – Forestry clamps for single jacket wildland hose.
 - Fire shelters for all engine crew members.

- Wildland fire personal protective equipment for all engine crew members.

Equipment Rates: The rates for the Engine Types 1-6 and Water Tender Types 1-3, are listed below and can be found on the SD Wildland Fire Website, under Fire Business. The Fire Department Personnel should be carrying a copy of their South Dakota State Cooperative Fire Suppression Agreement which identifies the rates for personnel and equipment. If they don't have it the information can be obtained from their fire chief or SD Wildland Fire, Fire Business Staff or by accessing the SD Wildland Fire Web Page, in the Fire Business portion. The URL is: <http://sdda.sd.gov/wildland-fire/fire-business-management/agreements/vfd-agreements.aspx>.

Compressed Air Foam System (CAFS): Add \$20.00/hr to the base engine rate listed below for any engine equipped with a Compressed Air Foam System (CAFS) meeting the following minimum capacity, 40 CFM @ 100 PSI, to cover the cost of foam based on an application rate of three tenths of one percent @ 25gpm and additional equipment. The CAFS unit does not have to be ordered and the **rate is paid from minute one**. The approving agency will replace any foam used at an incident from the State Cache, if not available at the incident. If the foam is unavailable, an S number needs to be requested by completing a General Message form and submitting it to the Rural Fire Assistance Specialist or Supply Unit Leader. The items should also be noted on the CTR with the equipment and the cost statement. It will be reimbursed at the current GSA rate.

Fire Gel or Class A foam used on wildfires within the state will be replaced on the fire. If the supply unit does not stock gel or Class A foam, the contractor can request replacement through the State supply cache or bill the State for the gel or foam used.

Rates for SD Cooperators

<u>Additional Equipment Rates:</u>	<u>Base</u>	<u>With CAFS</u>
Type 1 Engines (structural)	\$95.00/hr	
Type 2 Engines (structural)	\$92.00/hr	
Type 3 Engines	\$87.00/hr	\$107.00
Type 4 Engines	\$87.00/hr	\$107.00
Type 5 Engines	\$82.00/hr	\$102.00
Type 6 Engines	\$82.00/hr	\$102.00
Type 7 Engines	\$30.00/hr	
Type 9 Engines	\$15.00/hr	
Type 1 Tactical Water Tender	\$115.00/hr	
Type 2 Tactical Water Tender	\$100.00/hr	
Type 3 Tactical Water Tender	\$80.00/hr	
Type 4 Tactical Water Tender	\$20.00/hr	
Type 5 Tactical Water Tender	\$8.00/hr	
Type 1 Support Water Tender	\$107.00/hr	
Type 2 Support Water Tender	\$92.00/hr	
Type 3 Support Water Tender	\$72.00/hr	
Type 4 Support Water Tender	\$11.00/hr	
Type 5 Support Water Tender	\$6.00/hr	
Power Saws	\$5.00/hour for first 2 hrs. then a flat rate of \$30.00/maximum, until end of shift	

Portable Pumps (inc. suction hose, screen & 100 foot hose & nozzle)

0-200 gpm \$30.00/day

200+gpm \$40.00/day

Portable Tanks

Under 1500 gal. \$20.00/day

1500+ gals \$25.00/day

Portable Foam Injection Equipment \$5.00/hour – first 2 hours by request only

\$35.00 Flat Rate max until end of shift

Crew Rotation Vehicle \$0.51/mile mileage to and from incident only

Strike Team Leader & Division/Group Supervisor Vehicle \$65.00/day plus \$.51/mile (radio equipped)

1. Water Tenders used in a non-tactical or support roles will be paid as a support tender.
2. Cooperator Engines and Water Tenders assisting with Severity will be reimbursed at a rate of 75% of the hourly rate. Personnel are reimbursed for the full hourly rate for the position they are filling.
3. Cooperator Engines and Water Tenders assisting with Prescribed Fire Assignments will be reimbursed at a rate of \$65.00 per 24 hour day (0001-2400) and \$.51 per mile for the duration of the assignment. Personnel are reimbursed for the full hourly rate for the position they are filling.

SD State Rate for Wildland Fire Equipment

RESOURCE	RATE
ATV's	\$40.00 / Day
UTV's	\$100.00 / Day
Pickup (CH,CL,CM,CN,CU)	\$1.04 per Mile plus employee wages
Suburban (BC & BG)	\$.69 per Mile plus wages of employee
Floatable Pump (200 GPM)	\$30.00 / Day
Semi-Tractor	\$2.49 / Mile
Lowboy	\$3.54 / Mile
Mobile Cache	\$6.24/mile + \$600/Day
Portable Tank 3000 Gallon (Helicopter Dip Tank)	\$25.00 / Day
Dozer	\$90.00 / Hour
10 KW Generator	\$65.00 / Day
Engine Type 4 CAFS	\$8.31 / Mile plus employee wages
Engine Type 4	\$10.53 / Mile plus employee wages
Engine Type 6	\$1.85 / Mile plus employee wages
Portable Tank 1500 Gallon	\$20 / Day
Cargo Transport Vehicle	\$6.24/Mile
IC's Trailer	\$100.00/Day
Plans Trailer	\$250.00/Day

Information Trailer	\$100.00/Day
Finance Trailer	\$250.00/Day
Logistics Trailer	\$100.00/Day
Operations Trailer	\$100.00/Day
Safety/CTSP Trailer	\$100.00/Day
State Shower Unit	\$1,700 per day plus cost of operator

Property Management

1. Incident Base Security Storage: SDWF can provide law enforcement through State partners for incident security.
2. Property Accountability Controls: State employees and cooperators' are entitled to re-supply for consumables or agency property damage or loss when properly documented and approved by guidelines in the National Mobilization Guide chapter 20, page 28 Incident Replacement of NFES Items and the IIBMH and any additional IMT / Agency Administrator written direction (Ref: State Annual Operating Plan, Section 5).

Incident Business Coordination

1. Delegation of Authority: A Delegation of Authority is required for all Type I and Type II fires. The jurisdictional Agency Administrator will ensure participation from the state when non-federal lands have burned or are threatened to burn, and will ensure participation from the appropriate federal agencies when federal lands burn or are threatened to burn. Any agencies whose lands have burned or are threatened to burn will participate in preparation of and sign the Delegation of Authority.
2. Incident Business Advisor: A State Incident Business Advisor may be assigned to any State hosted fire or assist when state and private lands have burned on multi-jurisdictional fires.
3. Incident Finance Package (IFP): A full incident documentation package (both planning and finance documents) will be required for each State jurisdictional fire. Incident Management Record guidelines and IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.
4. Buying Team: The State may provide (if available) SDWF personnel with State issued Visa credit cards and access to State Wide Purchasing Contracts within their purchasing authority.
5. Incident Information Technology – Personally Identifiable Information:
 - a. Incidents setup in e-ISuite will use the default rate tables as set up.
 - b. In accordance with e-ISuite standard operating procedures, the e-ISuite database will be transitioned back to enterprise, for management by the host agency, upon demobilization of Incident Management Team (IMT). Further guidance will be given to the team during the in briefing.

- c. Finance sections should not have SSNs and/or TINs written down on paper copies, because all federal AD's have been assigned an ECI number and contractors use DUNN's numbers. If it is a State of SD Contractor a DUNN's number is not required and can be left blank or filled in with all 9's. For cooperators who are paid the AD rates they do not need an ECI number and can be set up in e-Isuite as other with the rate that is appropriate for the position they are filling. However SSNs/TINs should never be copied and kept in the Finance package, even if the individual gives it to you. Please shred or give back to them!

Cooperative Relations

1. Cooperative Agreements. SDWF has formal agreements with its working partners. City, county, and rural fire service organizations are considered State resources and are subject to the conditions in the Cooperative Fire Management Agreement and Operating Plans.
 - a. SD National Guard - The Governor of SD must declare a state of emergency before these resources can become available. To ensure all necessary steps are met to use these resources, they must be ordered through Great Plains Interagency Dispatch Center, on behalf of SD Wildland Fire. Time, for personnel and equipment, will be documented by National Guard Liaison Personnel, who will give daily cost estimates to the Finance Section.
 - b. Department of Corrections (Inmates) – SD has approximately 100 trained inmates available for fire duty. Costs involved include: \$2,420 /12 hour shift/20 inmate crew. Guards are paid at regular State salary rates. Transportation, meals, lodging and medical costs incurred as a result of the incident are billed to the incident. Request copy of agreement for specific information.
 - c. County and Local Organizations - Local fire departments / districts that respond to fires outside their area of statutory authority will have an established Wildland Fire Suppression Agreement or County Rangeland Agreement with the Division of Wildland Fire. Personnel will be required to be certified wildland firefighters and equipment will be inspected to meet NWCG requirements.
2. State Fire Management Assistance (FMAG). In the event a wildland fire threatens a community, it is possible to receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the state and local communities.
 - a. The State will be responsible for initiating the process, notifying FEMA and collecting the required documentation.
 - b. Agency Administrators and/or the delegated IMT will cooperate with the State representatives working the declaration; collecting cost data, time and invoice records, and planning documents to support the request for FEMA cost sharing funding.
 - c. Incident management personnel may be asked to help State personnel or the Principal Advisor to obtain information in support of the state's reimbursement claim request.

- d. The State and IMT work together to assure existing agreements are understood and cost accounting procedures are adequate to provide a clear, supportable record of the state's share of incident costs. In most cases, the costs need to be identified by operational period.

Accident Reporting

1. Vehicle Accidents – State: SD is self-insured for all motor vehicles and licensed trailers. State equipment rates include insurance coverage through State Division of Risk Management. Accidents must to be reported to the Office of Fleet & Travel Management. There is not a deductible requirement.
2. Vehicle Mounted Auxiliary Equipment: State assets are covered through the State Division of Risk Management.

Claims

Contractor Claim Resolution: A federal contracting officer may resolve contractor claims and corresponding payment invoices on State jurisdictional fires. Claims not resolved at the incident will be adjudicated by SDWF at the State Office Level.

1. State Personal Property Claims: Employee loss or damage of personal items on an incident will be subject to the laws, regulations and rules of the State and may be reimbursable by the protecting agency. In the absence of any State forms, a federal employee claim form can be used for documentation and determination of the claim at the employee's home unit.
2. Land and Facility Use Claims: SDWF will make claims determination and settle all LUA claims executed by SDWF.

Cost Accounting

1. Cost Share Agreement: The host Agency Administrator is responsible to initiate a cost share agreement. Include names and contact information of principle authors when using the Cost Share template in the IIBMH, Exhibit 52.
2. Black Hat & Bear Mountain Hand Crew State Resources: The Crew Superintendent or Crew Boss will turn in to Finance information on rates for equipment and personnel. They are made up of permanent and part-time state employees.
3. Other State Owned Equipment: Most State fixed assets generate a reimbursable expense to the incident. Rates are established each year based on capital rental fees and operating expenses paid by the State. Rates are published annually in the SD Department of Ag website, under Wildland Fire, and Fire Business. Rates can also be found under the Acquisitions portion of this supplement, for South Dakota.
4. Cooperator equipment: Each participating Fire Service Organization has a signed Cooperative Fire Suppression agreement with SDWF. These rates follow the guidelines established in the agreement and above. Cooperators will have a copy of the current Cooperative Fire Suppression agreement for the Finance Section.

- 1 5. Cost Calculations – Spreadsheet: A spreadsheet for incident cost calculations is available
2 representing estimates for SD and the Rocky Mountain Region.

3
4 Additional Information can be found at the SD Dept. of Ag's website: [http://sdda.sd.gov/wildland-](http://sdda.sd.gov/wildland-fire/fire-business-management/agreements/)
5 [fire/fire-business-management/agreements/](http://sdda.sd.gov/wildland-fire/fire-business-management/agreements/).

1

Crew Time Report, AS-DOF217/05

South Dakota

AG-DOF217/05

FIRE DEPARTMENT
CREW/EQUIPMENT TIME REPORT

CREW NAME (VOL FIRE DEPT (1))

FIRE NAME (2)				FIRE NUMBER (3)	
4		5		7	
NAME OF EMPLOYEE	CLASSIFICATION	DATE		DATE	
		MILITARY TIME		MILITARY TIME	
		ON	OFF	ON	OFF
EQUIPMENT (8)	UNIT (9)	ON	OFF	ON	OFF
OFFICER IN CHARGE (SIGNATURE) (10)		TITLE OF OFFICER IN CHARGE (11)			
NAME (Person Posting to Emergency Time Report (12))				DATE (13)	

2

3 **White Copy - To accompany the fire suppression cost statement to the South Dakota Wildland Fire**
 4 **Division.**

5 Yellow Copy - Retained at the fire scene by agency responsible for the fire (State or Forest Service).

6 Pink Copy - Retained by the Fire Department.